

TESTON PARISH COUNCIL

DRAFTMinutes of 'Virtual' Meeting deemed to be on 31st March 2020

Cllr Peter Coulling - Chairman
Cllr Christopher Douglass
Cllr Ms Tina Burgon
Cllr Roger Levett
Cllr Miss Dawn Page
Cllr Robin Owens
Cllr Mrs Nina Wheat

Mrs Michelle Tatton (Clerk)

Note: that the Agenda for the meeting had been posted on the noticeboard in accordance with usual notice requirements, and on the Parish Council website, with a prominent message highlighted in yellow (*below in italics*) at the top of the Agenda. No comments or questions about any items on the Agenda or any other matters were received from members of the public.

The agenda has been posted on the village noticeboard, but there will be no physical meeting. Interim arrangements (see below at Agenda Item 19/204) are being applied so that the responsibility of your Parish Council may continue to be discharged. Minutes will be placed on the village noticeboard and subsequent decisions and actions similarly displayed. It is intended that Tapestry should carry articles about Parish Council decisions and actions and we will endeavour to ensure continuing distribution of Tapestry.

As a result of this change in your Parish Council's arrangements, please make any comments on the Agenda Items below or on subsequent minutes, decisions, actions or any Parish Council matter to the Chairman, Peter Coulling, on petercoulling@hotmail.com or to me, Teston's Clerk, on testonparish@aol.com

Please bear with us during these exceptional times

19/241	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, and Cllr Mrs Wheat declared an interest as members of Teston Village Hall Management Committee. Cllr Miss Page declared an interest in item 19/235a 'Continuing Assessability of the Play Equipment and Church' insofar as that item related to the Church.
19/242	Apologies for Absence: The meeting took place remotely via the Interim Procedure (see below) with all Parish Councillors participating in decision-making by email.
19/243	Minutes of Meeting on 28th January 2020: These were <u>approved</u> as a correct record of the meeting. To be signed at the next physical meeting of the Parish Council.
19/244	Ordering of Agenda: Not applicable.
	<u>Administration and Finance</u>
19/245	Policies and Procedures - Standing Orders Review: Prompted by the Coronavirus outbreak permanent amendments to Parish Council Standing Orders were proposed for insertion into those Standing Orders in appropriate positions. It was <u>agreed</u> to approve retrospectively the Scheme of Delegation below with ratification of the decision to invoke prior to this meeting and for it to remain in effect until normal meetings can safely resume. <u>Exceptional Delegated Authority (EDA)</u> 1. The Clerk has normal delegated authority (NDA) in accordance with paragraph 3.3 of Attachment 2 (Financial Regulations) to these Standing Orders. 2. This EDA scheme of delegation is only for temporary use in exceptional circumstances as inferred by Government or NALC public statement and is intended to obviate the need for physical meetings until it is safe and advisable for these to recommence. It shall run in parallel with NDA. 3. If circumstances require, EDA may be invoked from a stated date at any physical meeting of the Parish Council or, if circumstances dictate and at the request of the Clerk or the Chairman, by emailed confirmation from the majority of Councillors to the Clerk. 4. In addition to NDA, after EDA has been invoked and after consultation by the Clerk with all Councillors in accordance with the Interim Procedure, the Clerk shall have additional delegated

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	authority to: - take such action as is necessary to enable and maintain the effective administration of Parish Council business and oversight of matters that affect Teston Parish; - carry forward all previously agreed actions or actions determined in accordance with Interim Procedure; - take action on any urgent matter that arises relating to any land or asset owned by the Parish Council including where there is a financial cost of up to £500 (five hundred pounds), excluding VAT, for any individual matter; - take action on any other urgent Parish Council matter that arises, including where there is a financial cost of up to £2500 (two thousand five hundred pounds), excluding VAT, for any individual matter; - issue all payments as these fall due on agreed financial items and contracts and, to the extent that such payments require two signatories, take steps to make available for such future use pre-signed cheques, with stated payees, but, unless known, open dates and amounts; - respond to all planning applications within Teston and those in nearby Authorities that have a potential impact on Teston Parish; and - cancel future Parish Council meetings as necessary, based on advice from Government or NALC. 5. At the end of the next physical meeting of the Parish Council, - EDA shall cease, but - any decisions taken and actions commenced during the period of EDA shall be complied with and completed, as the case may be; and - at or after that meeting, EDA may be reinstated with, as necessary, effect from the end of that meeting. <u>Interim Procedure</u> 6. If EDA has been invoked: - Parish Councillors shall make known to the Clerk their views on any item of Parish Council business to be addressed via NDA or EDA by use of email, if available to them, or telephone, rather than at a physical meeting; - the Clerk shall initiate the matter requesting such views from Parish Councillors and: - the Clerk shall maintain a computer folder of any such views made by email; and - to the extent that such views are expressed to the Clerk by other than email, the Clerk shall make a note of the essence of those views in a computer folder; and the Clerk shall make those folders available to any Parish Councillor who wishes to see their contents; and - the Clerk shall then take necessary decisions and actions on behalf of the Parish Council, in accordance with the views expressed by Parish Councillors as recorded in such folders. 7. All such decisions and actions shall be recorded in a log for reporting and minuting at the first available physical meeting of the Parish Council. <u>Incapacity</u> 8. If a majority of Councillors become incapacitated concurrently and unable to communicate by Interim Procedure to the Clerk, the remaining Councillors, if any, shall be deemed to form a quorum to be consulted by the Clerk and to support any decisions made, and actions taken, by the Clerk. 9. If all Councillors become incapacitated concurrently and unable to communicate via the Interim Procedure, the Clerk shall have use of NDA and EDA to take time-urgent decisions and actions on behalf of the Council. All such decisions and actions shall be reported to Councillors via email and recorded in a log for reporting and minuting at the first available meeting of the Parish Council. 10. If the Clerk is incapacitated and unable to communicate by email, the role of the Clerk shall be assumed by, in order if available, the Chair, Vice-Chair, any other Councillor willing so to act.												
19/246	Statement of Accounts: to consider receipts, approve bills for payment, claims for refund of expenses, to note the general financial position including Parish Services Scheme, and consider increase in self-insurance 'sink fund': A Financial Statement dated 25th March 2020 had been circulated ahead of the meeting showing the following payments made since the previous meeting with were <u>ratified</u> <table><tr><td>28.01.20</td><td>3177</td><td>Teston Village Hall - Grounds and Fabric Maintenance Grant</td><td>744.55</td></tr><tr><td>25.02.20</td><td>3178</td><td>KCC Street Light Column Removal</td><td>890.30</td></tr><tr><td>25.02.20</td><td>3179</td><td>ICO Data Protection Registration Fee</td><td>40.00</td></tr></table>	28.01.20	3177	Teston Village Hall - Grounds and Fabric Maintenance Grant	744.55	25.02.20	3178	KCC Street Light Column Removal	890.30	25.02.20	3179	ICO Data Protection Registration Fee	40.00
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	25.02.20	3180	Water Plus Allotments Water Bill 11.02.20	55.83
	06.03.20	3181	TMBC APM Flyer	12.26
			TOTAL	£1742.94
	The Financial Statement showed a balance of £23,804.55 from which the following payments were recommended for payment and authorised including post-dated cheques for the Clerk's salary up to and including June 2020 to take account of the likely cancellation of meetings between now and then (each salary month being £353.95 and such payments after 1st April to show on the next Financial Statement as being in the next financial year):			
	31.03.20	3182	Teston Village Hall - Hire Charges October - March (8)	112.00
	31.03.20	3183	Three Counties - Tree Work Village Green & Allotments Hedge	175.00
	31.03.20	3184	M Tatton a) Clerk's Salary March 2020	353.95
			b) Clerk's Expenses Feb - March 2020	67.55
			c) Office Allowance Jan - March 2020	136.66
			CHQ TOTAL £558.16	
			TOTAL	£845.16
It was recommended and agreed that while the intention was to increase the self-insurance sink fund from £2,500 to £3,000 in due course, at this time it would remain at £2500.				
19/247	Financial Review: The Clerk had been proposing to arrange a convenient time for Cllr Owens and Cllr Mrs Wheat to carry out a financial review. However, due to the current crisis it was not possible for that meeting to take place at the moment. It was recommended and agreed that the Clerk continue to monitor emerging guidance from NALC and to arrange a Financial Review meeting only if consistent with Government guidelines. As necessary, the Clerk would circulate information to Cllr Mrs Wheat and Cllr Owens by email and/or any necessary hardcopy papers so that a remote review could take place, recognising that the time for submitting the Annual Return (AGAR) will be extended until the end of September.			
19/248	Accessibility Requirements for Public Sector Websites: Cllr Gough had now responded and the deadline had been extended until 9th June 2020. It was recommended and agreed that the Clerk have Exceptional Delegated Authority to enter into a new contract with Cantium on appropriate terms.			
19/249	Charles Arnold Baker – Local Council Administration 12th Edition: This updated essential 'go to' publication for local councils included important GDPR guidance. It was noted that in due course a discount might be available through either KALC or SLCC. It was recommended and agreed that Clerk should purchase the 12th Edition but should wait to see whether discounted rates became available. The Chair would inherit the newly outdated copy and the Vice-Chair would inherit the Chair's current outdated copy.			
19/250	Water Plus Contract Renewal: Waterplus, the Parish Council's new supplier, and Castle Water, the previous supplier, were being pressed in relation to a c£140 reimbursement of Castle Water's charges. As a detail, the fence at the allotments would need to be slightly re-aligned around the water meter to afford external access for the meter reader. A recent visit by the Chairman to the Allotment found that someone had switched the water supply back on even though this should not have happened until the end of March. It was recommended and agreed that the Clerk have Exceptional Delegated Authority to enter into a new contract on the Parish Council's behalf			
19/251	Teston Village Stores Request for a Grant: The Clerk had received a formal request from Teston Village Stores CIC for a grant. The detail indicated significant ongoing viability issues. Advice from NALC via KALC confirmed that a grant was permissible. It was recommended and agreed that a Tapestry consultation take place and, if no substantive adverse comments were received, £2500 be granted to the CIC. If substantive adverse comments materialised, the Clerk would distil views from Councillors and, if appropriate, make the grant immediately after 28th July 2020, deploying Interim Procedure and EDA, as necessary.			
29/252	Tapestry Matters: a) Teston Tapestry Fund			

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	No comments had been received regarding the suggestion to purchase a seat for installation to the rear of the Village Hall. It was recommended and agreed that, subject to a final article in Tapestry seeking views and consideration of responses by Cllrs, the Clerk would have Exceptional Delegated Authority to source and purchase a seat up to the value of £500 from the Tapestry fund, to include installation b) Tapestry Advertising Fees: It was noted that the new charges have been applied and advertisers advised. Payments were being received.
	Planning
19/253	i) New/pending decisions and to ratify any responses by the Clerk: a) 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 – Approved (TMBC) 21.11.19 but called in to the Secretary of State by local MP b) 19/500452/FULL River Barn, Tutsham Farm, West Farleigh Erection of dwelling and associated works with parking and landscaping as shown on drawing references: DHA/10757/11; 15; 16; 18; and 19; and unreferenced existing elevations received 26/02/19 Refused - 29.03.19 Appeal pending c) TM/18/03031/OAEA 18/03031/OAEA 18/03031 - Site North of Amber Lane, Kings Hill (TMBC) Redevelopment to provide up to 85 Class C3 residential units, together with landscaping, open space and other associated works. All matters reserved for future approval except for access (Site 5.4) Application refused – 11.07.19 Refused by the Inspector on Appeal – Decision date 20.02.20 d) 19/02966/FL Coppice Court 70 Teston Road Watlingtonbury Maidstone Kent ME18 5BG Erection of building for indoor dog training – Permitted 12.02.20 e) 20/500243/FULL 12 Courtlands Teston Maidstone Kent ME18 5AS Proposed enlargement of existing garage and landscaping to front garden - Permitted 11.03.20 f) 20/500335/TCA Glengarra Malling Road Teston Maidstone Kent Trees in a Conservation Area notification - 2 x Sycamore Trees at front to be felled. Cypress Tree leaning towards Glengarra's garage to be felled. Rear garden 2 x ivy covered Hawthorn Trees to be felled. Before pruning - 1 Sycamore tree 12m tall branches overhanging drive by 5m. After pruning - 12m tall by 2m to take it back to boundary. 1 sycamore 10m tall by overhanging drive by 5m. After pruning - 10m tall by 2m back to boundary The Clerk had responded expressing concern that pruning would leave those trees in an un-balanced posture and render them un-safe and, subject to the Tree Officer's views, urging the applicant to agree with the neighbour that the trees should be pruned symmetrically or perhaps even removed. This action was ratified – Decision awaited g) 19/506426/FULL North Pole Orchards North Pole Road Teston Kent ME18 5BB Erection of 2no. agricultural storage barns The Clerk had responded offering no objection. This action was ratified – Decision awaited h) 20/500707/FULL Greystones Malling Road Teston Maidstone Kent ME18 5AU Erection of a detached garage The Clerk had responded seeking a landscaping condition to soften the impact of development on the streetscene in view of the garage being forward of the building line and prominent in the front garden. This action was ratified – Decision awaited i) 20/501098/TPOA Group Of Trees Adjacent West Bank Malling Road Teston Maidstone Kent TPO application to reduce overhanging branches of group of Sweet Chestnut trees back to boundary, making pruning cuts to secondary growing points where possible The Clerk had responded supporting the Tree Officer's view. This action was ratified – Decision awaited

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	ii) To consider any newly submitted applications and to agree that, until further notice, the Clerk have Exceptional Delegated Authority to respond to all planning applications subject to consulting with all Councillors via email: 20/501232/FULL 10 Fairlawn Close Teston Maidstone Kent ME18 5AX Erection of a single storey rear extension It was agreed that the Clerk should offer no objection
19/254	Local Plan Matters: It was noted that the current crisis was likely to upset timetables across all authorities. The TMBC preliminary hearings had already been postponed. It was recommended and agreed that the Chairman should continue to engage with KALC and MBC upon the Local Plan Review with the Clerk to have Exceptional Delegated Authority to respond to any consultation or request for information at any relevant stage affecting Teston; and the Chairman and Clerk continue to engage in the Local Plan process of neighbouring authorities including any preparation for and attendance at any rearranged TMBC preliminary hearings.
19/255	Assets of Community Value Registration: It was recommended and agreed that the Clerk should action the Teston Club and Church ACV applications as soon as possible and to liaise with the Chairman as necessary regarding final drafts.
19/256	Abbeyfield Development: A complaint had been received regarding parking in the layby which was causing visibility issues for residents trying to exit their driveways. It had been suggested to the Site Manager that he consider approaching the owner of the closed car dealership on Bow Road to see whether a temporary arrangement could be made for parking on that site and it was understood this was being actively pursued. The current situation was noted and it was agreed that the Clerk should continue to monitor and liaise with the Site Manager as required.
	<u>Highways and PROW</u>
19/257	Highways Spreadsheet: a) The latest spreadsheet was noted and recommendations for action were agreed as shown – see attached Spreadsheet for information. b) No new items were reported. c) The Clerk would continue to report all routine issues as they arose
19/258	Speed Surveys/Traffic Calming The surveys had been booked for June, but it was recommended and agreed that these be deferred until, initially, the second-half of September, as traffic patterns were currently distorted and would challenge the credibility of survey results. The Clerk would circulate survey data when available.
19/259	Traffic Island on Tonbridge Road in the Vicinity of Ash Tree Corner It was recommended and agreed that the Clerk and Chairman should continue liaison with KCC, engaging with County Councillor Mrs Stockell, or her close colleagues. It was noted that MP Helen Grant's questionnaire results might be made available and that the Parish Council would need to come to a view on its reaction to any recommendations
19/260	Fingerpost to Village Centre, Shop and Church It was recommended and agreed that the Clerk would continue to chase MBC but in view of the current crisis MBC may not be able to action this matter as a priority.
19/261	Speed Watch: A potential volunteer had come forward, but for the time being Speed Watch around the County had been suspended. Teston's scheme had been removed from the Community Speedwatch website and so volunteers could not currently take the online training. It was recommended and agreed that the matter be reviewed once social distancing restrictions had been lifted.
19/262	Tonbridge Road Eastern Verges - Establishment of the wildflower verge on the north side of Tonbridge Road below Court Lodge Farm: The Clerk has been in touch with KCC and was trying to coordinate responses from both the Drainage and Landscapes teams. Water was flowing across the pavement. Drainage had indicated that they would inspect the Aco channel, get the filter drain jetted and the manhole cleansed. However, they had expressed some concern about works being carried out on the bank and these needed to be discussed.

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	It was recommended and agreed that the Clerk should chase Kent Highways Drainage and Landscapes with the Chairman to be involved in email discussions with them to resolve outstanding issues. The Chairman was prepared to meet on-site, at a suitable distance, if KCC agree. It was felt that planting should not take place until the drainage situation had been addressed.
19/263	Bollards on the western side of The Street: A revised quotation had been received. It was recommended and agreed that subject to a limit of £1500 plus VAT, the Clerk have authority to authorise the works to go ahead as soon as possible.
	Environment
19/264	Allotments a) Regular Inspection Report from Cllr Douglass: All plots were currently let. Some rent was awaited. While the crisis continues Cllr Douglass would not inspect the allotments as regularly as he had been doing. It was noted that many allotment holders were older and may be self-isolating. It was recommended and agreed that Clerk should contact allotment holders to recommend that they exercise social distancing while at the allotments but be aware that some allotment holders may not be able to attend for some while and to ask that anyone who is unable to do so to notify the Clerk, and to ask that any allotment holders who would be willing to volunteer to keep an eye on other plots to contact the Clerk also so that, with permission, those in need and those who can help can be put in touch with each other. b) Hire of a digger to shift soil in the car park area: It was recommended and agreed that a decision be deferred until other work had been identified. c) It was recommended and agreed to give the Clerk Exceptional Delegated Authority for actions relating to the allotments
19/265	Teston's Trees, Hedges and Verges a) Teston Village Green Work to lift the Indian Bean Tree and Cherry on the eastern boundary had taken place in line with the permission granted by MBC. The Hawthorns had also been cut back along the roadside as these were noted to be interfering with refuse truck. The Clerk's action to have this work carried out at a cost of £100 was ratified. b) Other issues: There were no other known issues. It was recommended and agreed that the Clerk have Exceptional Delegated Authority to enable any necessary works to be addressed as they arose.
19/266	VE Day 2020 Events: It was not at all certain that this event would be able to go ahead. It was recommended and agreed to postpone the event in its entirety until VJ Day (Saturday, 15th August), respecting any social distancing measures still in place at that time.
19/267	Light Clean of the War Memorial: The War Memorial was showing weathering and the Chairman had recommended a light clean. The Stone Shop had provided a quote of £350 plus vat. It was recommended and agreed that the quotation from The Stone Shop of £350 plus vat be accepted and the Clerk would arrange for the work to be carried out prior to Remembrance Day 2020.
19/268	Memorial Bench on the Village Green: It was with great sadness that the Parish Council had learned of the passing of Mrs Olive Oxley, former Councillor and Chairman of this Council. Her family had expressed a wish to install a bench on the Village Green in her memory. The Clerk had checked with MBC that this would be deemed permitted development and no planning application would be required. The Ashbourne Bench by Broxap seemed to be a very close match to those on the Village Green. It was recommended and agreed to permit the installation of an Ashbourne (or similar) bench on the Village Green in memory of Mrs Oxley, to be located with its back close to the metal fence of the Churchyard, facing the Village Green, in a precise location determined by the Chairman and Cllr Levett.
19/269	Replacement of Notice Board: The notice board needed refurbishment and grants were available from MBC for this purpose. It was recommended and agreed that the Clerk should circulate details of replacement/refurbishment options for consideration and agreement prior to making a grant application to MBC.
19/270	Village Green/Village Hall Boundary: It was recommended and agreed that the matter be deferred until social distancing restrictions had been lifted.
19/271	Removal of seating from play area at Teston Bridge Country Park: It was recommended and agreed

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	that the matter be deferred until social distancing restrictions had been lifted.
19/272	Seat at Crown City: The Clerk has an existing delegated authority to conclude within a budget of £600. It was recommended and agreed that the Clerk have Exceptional Delegated Authority for actions relating to this item.
19/273	Ambulance Sirens: Given the current crisis and pressure on the NHS, it was recommended and agreed that this matter be deferred until the next full meeting of the Parish Council.
19/274	Play Area Matters a) Review of Play Equipment: It was recommended and agreed to carry this item forward to the next Parish Council physical meeting, with the Clerk to circulate relevant information to Cllr Ms Burgon in the meantime b) Inspection Rota: It was recommended and agreed that where possible, but taking full account of any continuing social distancing requirements and individual Cllr self-isolation, the play equipment and defibrillator would continue to be inspected subject to any further guidance from Government and NALC/KALC April – Cllr Douglass; May – Cllr Miss Page; June – Cllr Owens; July – Cllr Mrs Wheat; August – Cllr Coulling; September – Cllr Ms Burgon
	<u>Other</u>
19/275	Annual Parish Meeting: In light of the current crisis the meeting on 24th March had been postponed. In line with legislation, the APM should take place before 1st June but that might not be possible. Further guidance was awaited from Government on this and other statutory requirements for Local Councils. It was recommended and agreed that Exceptional Delegated Authority be given to the Clerk to rearrange the meeting in due course subject to confirmation of Cllr availability and in line with any guidance from the Government and NALC/KALC
19/276	Dates of Meetings during 2020/2021: All future meetings would be subject to change. It was recommended and agreed that the Parish Council respond to forthcoming guidance with meetings to resume when Government guidance indicated it was appropriate to do so.
19/277	Continuing Accessibility of the Play Equipment and Church: The very latest advice from Government on the afternoon of 24 March following 'lockdown' indicated that 'Enclosed spaces in parks, including playgrounds, sports courts and pitches, and outdoor gyms or similar' must remain closed. Teston's play area is not enclosed. The advice from Government regarding places of worship was that these should be closed with the following exceptions 'Funerals following the social distancing guidance; places of worship should remain open for solitary prayer. Live streaming of a service without audience would be permissible. It was recommended and agreed that a notice be placed in the Play Area advising users to exercise social distancing and hygiene rules. It was recommended and agreed that advice from Government regarding places of worship be noted with the hope that St Peter & St Paul would remain open for solitary prayer as allowed by the guidance.
	<u>Consultations – to consider responses</u>
19/278	None.
19/279	<u>ANY LATEST REPORT UPDATES FOR NOTING ONLY</u> – No reports received
19/280	<u>Confidential Items:</u> There were no confidential items.
19/281	Enforcement issues: There was no report.

Date of next regular meeting of the Council – 19th May 2020 (to be confirmed)

Future meetings may be subject to cancellation, possibly at short notice, depending on the advice of Government and the National Association of Local Councils

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Clerk: Mrs Michelle Tatton 10 Clare Wood Drive, East Malling, Kent ME19 6PA

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Highways Spreadsheet for Teston Parish Council meeting March 2020(2 pages)

No	ISSUE/CSM No.	LOCATION	LOG	COMMENTS
<u>1</u>	Resurfacing and white line painting 406141 Enquiry regarding minimum lighting requirements for raised speed tables and pelican crossings 440838	Village crossroads And island for Tonbridge Road	17.07.19 & 14.10.19	Information regarding lighting of traffic calming features, and requirements for puffin/pelican crossing, was provided previously. Cllr Levett and Cllr Douglass met with Helen Grant as individuals prior to the January meeting. She was to contact Cllr Mrs Stockell and Cllr Mrs Gooch and produce a circular to the village to seek clarification on what solutions were being sought. This has been done. Cllr Levett had circulated a photograph of the crossroads at Biddenden. Cllrs were asked to consider whether something similar, with granite rumble strips at the edges but with a black surface in the middle, should be pursued. Recommendation 19, as per Agenda: Clerk and Chairman to continue liaison with KCC, engaging with our County Councillor, or her close colleagues. To note that Helen Grant's questionnaire results may be made available and that the Parish Council will need to come to a view on its reaction to any recommendations. Agreed.
<u>2</u>	Pooling water and overgrown vegetation PROW 713611	PROW from North Lodge running north	01.10.19	As reported via the January spreadsheet, the PROW portal shows that the matter has been allocated to an officer and is awaiting inspection but due to under-resource within the department matters are taking many months to resolve. Recommendation: Remain on spreadsheet until complete. Clerk to chase as necessary. Agreed.
<u>3</u>	Damaged salt bin 457051 and 487450 And empty salt bin at Village Stores 470102	Tonbridge Road between The Street and entrance to Barham Court	14.10.19 Chased 11.02.20 11.11.19	Clerk has chased Highways regarding replacement pointing out the risk of injury from sharp edges – particularly to children going to and from the country park – and the fact that non-closure of the lid means rain is getting into the bin. Highways propose to remove the salt bin on the A26 in favour of filling the bin at the Village Stores. They say that when the A26 is gritted as a main route the salt from the road spreader goes over the footway as well. Recommendation: Agree to removal of A26 salt bin and addition of the Village Stores bin to the Highway schedule. Agreed.
<u>4</u>	Poor state of footway 457379	Teston Lane between entrance to Country Park and Teston Bridge	15.10.19	The portal shows that work is now completed but this has not been checked. Recommendation: Remain on the spreadsheet until work is checked as being complete. Clerk to chase as necessary. Agreed.
<u>5</u>	Overgrown vegetation 487471	Teston Bridge Country Park alongside Teston Lane	15.10.19 & 10.02.20	Highways have confirmed that Teston Lane will be sided. Expected completion was to be around mid-April but it is not known how the current crisis will affect timings. Recommendation: Remain on spreadsheet until work complete. Clerk to chase as necessary. Agreed.
<u>6</u>	Footway in need of repair 457398	Outside The White House, Church Street	15.10.19	As reported previously, there is a 'triangle' of pavement outside the White House in Church Street that appears neither to be within the land registry record for the property nor within the defined highway

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				boundary shown by KCC records. The Clerk has contacted the Highways Definition Team again to challenge the extent of the highway boundary. Recommendation: Remain on spreadsheet. Monitor and chase as necessary. Agreed.
<u>7</u>	Name plate broken	Livesey Street	02.12.19	MBC were to submit a bulk order for signs for fitting towards the back end of February. It is not known whether the work is complete. Recommendation: Remain on spreadsheet until work complete. Clerk to chase as necessary.
<u>8</u>	Multiple potholes 470106 and 491522 and 497764	Malling Road/The Street	11.12.19 & 20.02.20 & 08.03.20	In view of the very many potholes that continually emerge in Malling Road the Clerk has raised a request for redressing. This was chased on 8 th March as a particular deep pothole was still waiting to be marked up. The Highway Steward has confirmed that the potholes have now been filled temporarily and when the weather is better sections of Malling Road will be resurfaced but this will not be the whole road as it is felt some areas are not in need of attention. Recommendation: Remain on the spreadsheet until work is complete. Clerk to chase as necessary. Agreed.
<u>9</u>	Multiple potholes 476488	Livesey Street	06.01.20	The portal shows that work is complete. Recommendation: Remain on the spreadsheet until work is checked as being complete. Clerk to chase as necessary. Agreed.
<u>10</u>	Litter BETA169786705	Malling Road	23.01.20	Litter pick requested from North Pole to Leigh Terrace. A report from MBC indicates the work is complete but this has not been checked. Recommendation: Remain on the spreadsheet until work is checked as being complete. Clerk to chase as necessary. Agreed.
<u>11</u>	Blocked gullies and muddy footpath 487467	Teston Lane	10.02.20	Clearance of mud on the footpath was reported to MBC and it is understood this would be actioned. The Highways portal shows work to clear the gullies is programmed. Recommendation: Remain on the spreadsheet until work is checked as being complete. Clerk to chase as necessary. Agreed.
<u>12</u>	Drainage channel below Court Lodge Farm 491570	Tonbridge Road	20/02/20	The recurring drainage issues have been raised with Highways. See Agenda item 19/220 'Establishment of the wildflower verge on the north side of Tonbridge Road below Court Lodge Farm'. Recommendation 22, as per Agenda: Clerk to chase Kent Highways Drainage and Landscapes with the Chairman to be involved in email discussions with them to resolve outstanding issues. The Chairman to meet on-site, at a suitable distance, if KCC agree. Agreed.
<u>13</u>	Flytipping reported to MBC BETA181627096	Malling Road	08/03/20	A mattress, rug and wooden boards were reported to MBC as being dumped at the side of the road. It is not known whether these have been removed. Recommendation: Remain on the spreadsheet until work is checked as being complete. Clerk to chase as necessary. Agreed.