

TESTON PARISH COUNCIL

These Minutes were approved by the Council at its meeting on 25th July 2017

Minutes of the Meeting on 30th May 2017
at 7.30pm in Teston Village Hall

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

Mrs Michelle Tatton (Clerk)
1 member of the public

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

17/001	Election of Chairman and Chairman's Declaration of Acceptance of Office: It was proposed by Cllr Douglass, seconded by Cllr Levett and agreed that Cllr Coulling be re-elected to the office of Chairman. Cllr Coulling signed the Declaration of Acceptance of Office in the presence of the Clerk.
17/002	Election of Vice-Chairman: It was proposed by Cllr Levett, seconded by Cllr Coulling and agreed that Cllr Douglass be re-elected to the office of Vice-Chairman.
17/003	Declarations of Disclosable Pecuniary Interests and/or Other Significant Interests: In the interests of transparency, all Parish Councillors declared that they have an interest in (a) in 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) in 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. Cllr Miss Page declared an interest in item 17/015 Grant for Churchyard Maintenance and 17/021b)i) St Peter & St Paul Tree Application and did not speak or vote in relation to these matters.
17/004	Apologies for absence: None.
MEETING ADJOURNED	
Public session: There were no questions or comments from members of the public.	
MEETING RECONVENED	
17/005	Minutes of previous meeting on 28th March 2017: These were approved as a correct record of the meeting and signed by the Chairman
17/006	Ordering of Agenda: No changes were proposed.
<u>Administration and Finance</u>	
17/007	Review of Standing Orders, Policies and Procedures: There had been no further progress but this would be looked at.
17/008	Parish Charter: No further news.
17/009	To agree the appointment of Representatives to Outside Bodies: a) Kent Association of Local Councils: It was agreed that Cllr Coulling and Cllr Douglass continue to act as representatives. b) Teston Village Hall Management Committee: It was agreed that Cllr Douglass, Cllr Owens and Cllr Mrs Wheat continue as representatives.
17/010	Insurance: It was agreed that the policy with Zurich Municipal be renewed at the quoted premium of £359.95
17/011	To agree to renew subscriptions: These were all agreed as follows: a) Local Councils Update £75 b) CPRE £36

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	<p>c) KALC £251.98 plus VAT d) Local Council Review £tbc (not due until September - likely to be in the region of £18) – agreed provided it was less than or equal to £20 e) Action with Communities in Rural Kent £50 f) Kent Men of the Trees £25</p> <p>The possibility of joining the War Memorials Trust would be considered at the next meeting.</p>																																																																								
17/012	<p>Dates and times of Parish Council meetings for 2017/18: The following dates were noted: (Booked) 30th May, 25th July, 26th September, 28th November; (and, subject to booking being confirmed later in the year, dates for 2018) 30th January; 27th March. New Year's Day 2018 had also been booked for the social event.</p>																																																																								
17/013	<p>Statement of accounts: A Financial Statement dated 22nd May 2017 had been circulated showing a balance of £38,894.55 from which the following payments were authorised, including a post-dated cheque for the Clerk's salary for June 2017:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="text-align: center;">30.05.17</td><td style="text-align: center;">2969</td><td>Southeastwater Allotments</td><td style="text-align: right;">121.15</td></tr> <tr><td style="text-align: center;">30.05.17</td><td style="text-align: center;">2970</td><td>Zurich Municipal Insurance Renewal 2017</td><td style="text-align: right;">359.95</td></tr> <tr><td style="text-align: center;">30.05.17</td><td style="text-align: center;">2971</td><td>Eon - Street lighting Invoice 02.05.17 less cheque 2959</td><td style="text-align: right;">21.08</td></tr> <tr><td style="text-align: center;">30.05.17</td><td style="text-align: center;">2972</td><td>David J Buckett Internal Audit</td><td style="text-align: right;">270.70</td></tr> <tr><td style="text-align: center;">30.05.17</td><td style="text-align: center;">2973</td><td>Turfsoil Ltd Tree Surgery Village Green</td><td style="text-align: right;">174.00</td></tr> <tr><td style="text-align: center;">30.05.17</td><td style="text-align: center;">2974</td><td>M Tatton Clerk's a) Salary May 2017 £335.27</td><td style="text-align: right;">421.59</td></tr> <tr><td></td><td></td><td>b) Clerk's Expenses March-May £86.32</td><td></td></tr> <tr><td style="text-align: center;">30.05.17</td><td style="text-align: center;">2975</td><td>Communicorp - Local Councils Update Subscription</td><td style="text-align: right;">75.00</td></tr> <tr><td style="text-align: center;">30.05.17</td><td style="text-align: center;">2976</td><td>CPRE Subscription</td><td style="text-align: right;">36.00</td></tr> <tr><td style="text-align: center;">30.05.17</td><td style="text-align: center;">2977</td><td>ACRK Subscription</td><td style="text-align: right;">50.00</td></tr> <tr><td style="text-align: center;">30.05.17</td><td style="text-align: center;">2978</td><td>KALC Subscription</td><td style="text-align: right;">302.38</td></tr> <tr><td style="text-align: center;">30.05.17</td><td style="text-align: center;">2979</td><td>Kent Men of the Trees Subscription</td><td style="text-align: right;">25.00</td></tr> <tr><td style="text-align: center;">30.05.17</td><td style="text-align: center;">2980</td><td>Teston Village Hall Pioneers Grant for Hall Hire</td><td style="text-align: right;">125.00</td></tr> <tr><td style="text-align: center;">30.05.17</td><td style="text-align: center;">2981</td><td>Miss D Page - Refreshments for the Annual Parish Meeting</td><td style="text-align: right;">23.10</td></tr> <tr><td style="text-align: center;">30.06.17</td><td style="text-align: center;">2982</td><td>M Tatton a) Clerk's Salary June 2017 £335.27</td><td style="text-align: right;">462.77</td></tr> <tr><td></td><td></td><td>b) Office Allowance £127.50</td><td></td></tr> <tr><td style="text-align: center;">30.06.17</td><td style="text-align: center;">2983</td><td>Teston Village Magazine 'Tapestry'</td><td style="text-align: right;">230.00</td></tr> <tr><td></td><td></td><td>TOTAL</td><td style="text-align: right;">£2697.72</td></tr> </table> <p>The Clerk had not provided an estimate of further expenses to the end of the year but would do so from the next meeting onwards.</p> <p>Regarding the Asset Register, it was noted that in 2017/18 the number of bollards would need to be reduced by 15 and the figure adjusted accordingly.</p> <p>It was confirmed by the Clerk that the figures on the Asset Register were expected to be purchase cost and not replacement values.</p>	30.05.17	2969	Southeastwater Allotments	121.15	30.05.17	2970	Zurich Municipal Insurance Renewal 2017	359.95	30.05.17	2971	Eon - Street lighting Invoice 02.05.17 less cheque 2959	21.08	30.05.17	2972	David J Buckett Internal Audit	270.70	30.05.17	2973	Turfsoil Ltd Tree Surgery Village Green	174.00	30.05.17	2974	M Tatton Clerk's a) Salary May 2017 £335.27	421.59			b) Clerk's Expenses March-May £86.32		30.05.17	2975	Communicorp - Local Councils Update Subscription	75.00	30.05.17	2976	CPRE Subscription	36.00	30.05.17	2977	ACRK Subscription	50.00	30.05.17	2978	KALC Subscription	302.38	30.05.17	2979	Kent Men of the Trees Subscription	25.00	30.05.17	2980	Teston Village Hall Pioneers Grant for Hall Hire	125.00	30.05.17	2981	Miss D Page - Refreshments for the Annual Parish Meeting	23.10	30.06.17	2982	M Tatton a) Clerk's Salary June 2017 £335.27	462.77			b) Office Allowance £127.50		30.06.17	2983	Teston Village Magazine 'Tapestry'	230.00			TOTAL	£2697.72
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17/014	<p>Parish Services Scheme: The Clerk confirmed that all grant funds had been allocated. It was agreed that the Certificate should be signed and sent to Maidstone Borough Council.</p>																																																																								
17/015	<p>Grants to village organisations: The following grants were agreed:</p> <p>a) Pioneers - £125 for assistance with hall hire; b) TVHMC - £750 for assistance with grounds maintenance at Teston Village Hall, subject to finance arrangements for any air conditioning (see Minute 17/019 below); c) St Peter and St Paul - £250 for assistance with Churchyard maintenance.</p>																																																																								

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17/016	<p>Payment to Tapestry for inclusion of regular items of information for year 2016/17: In the light of increased printing costs it was agreed that a payment of £230 should be made i.e. an increase of £30 on the usual grant of £200, in view of increased printing costs.</p> <p>Cllr Levett made the point Annual Parish Meeting had not been so well attended as he had hoped and felt that next year the leaflets should be delivered separately from Tapestry.</p>
17/017	<p>Annual Return for the Year ending 31st March 2017:</p> <p>a) Internal Auditor's Report: This has been received and was noted. It was agreed that the Clerk should explore the Cloud, a separate hard drive, and a possible change of email. Standing Orders would be reviewed shortly.</p> <p>b) Governance Review: This had been undertaken by Cllr Owens and Cllr Mrs Wheat who had found everything to be satisfactory.</p> <p>c) Approval of updated Asset Register: It was agreed that the Asset Register be approved with total assets currently standing at £139,545</p> <p>d) To agree the Governance Statement at section 1 of the Annual Return: Each of the statements were considered and approved and signed by the Chairman and Clerk.</p> <p>e) To approve the Accounting Statements at section 2 of the Annual Return: These were approved and signed by the Chairman and Clerk.</p>
17/018	<p>Risk Assessment: This was updated in November 2016. It was agreed that the matter be removed from the Agenda until November. It was agreed that the Clerk should ask suppliers to provide copies of their public liability insurance.</p>
17/019	<p>Air Conditioner / Heat Exchanger in the Village Hall Extension: The Planning Application had been validated and was out to consultation until 15th June. The Chairman wished to record thanks to Cllr Mrs Gooch for her help.</p> <p>Cllr Coulling reported that, including putting in the power point and timer, the cost would be £1,700 plus VAT. Offers of financial support of £915 have been received. It was agreed that, subject to planning approval, the Parish Council would purchase and install the air conditioner (up to a total cost of £1,850 plus vat) and would then donate it to Teston Village Hall Trust, but that the grant of £750 for Village Hall Maintenance would then not be carried forward.</p>
	<p><u>Planning</u></p>
17/020	<p>a) New/pending decisions</p> <p>i) 16/503202/FULL and 16/503645/LBC (Listed Building Consent) The Tickled Trout Public House Lower Road West Farleigh Kent ME15 0PE Retrospective application for the insertion of double head LED floodlights to rear of car park and insertion of single LED flood light attached to chimney – Decision awaited. The Clerk was asked to chase.</p> <p>ii) 16/508000/FULL The Granary Court Lodge Farm The Street Erection of single storey front extension with insertion of 2 rooflights – Decision awaited.</p> <p>iii) 17/500163/LBC Woodlands Cottage Livesey Street Teston Kent ME18 5AY Listed Building Consent to remove internal brick wall and replace with open stud wall – Decision awaited</p> <p>iv) 17/500111/FULL Windy Post Church Street Teston Kent ME18 5AG Erection of a front porch and removal of existing rear conservatory to be replaced with rear single storey extension. Loft conversion with alterations to roof, addition of 2no. windows and 1 no. roof light – Refused 21.03.2017</p> <p>v) 17/500956/FULL Woodlands Cottage Livesey Street Teston Kent ME18 5AY To demolish existing ancillary building and erect new building for games room Due to time limitations the Clerk has already responded to this application asking that, if approved, a condition be included that the new building will remain ancillary to the main residential property and should not be used as separate accommodation / a separate home. The Council ratified the Clerk's action. Permitted – 05.05.2017</p> <p>vi) 17/500888/FULL Gunwalloe 59 Tonbridge Road Teston Kent ME18 5BT Retrospective application for construction of decking at rear and walkway leading to decking at side of property. This was expected to go Maidstone Borough Council's Planning Committee in June.</p> <p>vii) 17/501314/TCA Becketts Croft Malling Road Teston Kent ME18 5AR Tree in Conservation Area - Cut out broken storm damaged branch on Ash and remove any further dead branches. Cut over-hanging branch of Eucalyptus tree that is over-hanging neighbour's property and very</p>

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	<p>close to their house. No objection – 05.05.2017</p> <p>viii) 17/501380/FULL The Gables Church Street Teston Kent ME18 5AG Construction of second storey on existing single storey rear extension. Permitted – 18.05.2017</p> <p>b) Newly submitted applications/ratification of submissions made:</p> <p>i) 17/501953/TCA St Peter And St Paul's Church Church Street Tree in Conservation Area notification 1 x Mature Holly - sever ivy, 1 x 'Quercus Rubra' - fell and remove stumps, 1 x Common Ash - fell and treat stumps, 1 x Cherry Laurel - reduce crown by no more than 25%: Cllr Miss Page declared an interest and left the meeting. It was agreed that a response would be sent as follows: We are not at all convinced that there is any damage being caused to the wall. We object unless it is demonstrated conclusively to us that the offending tree is damaging the wall. In fact we would have a concern that any work on that allegedly offending tree would provoke the tree into growth that could cause damage, especially in high winds, if the tree is left unbalanced.</p> <p>ii) 17/502238/SUB 3 The Bungalows Church Street Teston Kent ME18 5AH Submission of Details to Discharge Condition 3 (Materials) Subject to 15/507703/FULL – No comment.</p> <p>iii) 17/502201/FULL Teston Village Hall, Church Street Installation of heat-exchanger/air conditioner unit. As this was the Parish Council's own application no comment would be offered.</p>
17/021	<p>Local Plan Issues: The Draft Local Plan had been the subject of 61 main modifications. The KALC Team had commented on these and the Inspector's Report was expected in July. The Team had also commented on the CIL consultation.</p>
17/022	<p>Planning Application for Air Conditioning Unit in the extension at Teston Village Hall: This had now been validated. See Minute 17/020 above.</p>
	<p><u>Highways and PROW</u></p>
17/023	<p>Highways Spreadsheet: A spreadsheet detailing current issues had been circulated. It was noted in particular that:</p> <ol style="list-style-type: none"> 1) The litter situation on Malling Road appeared to have improved. Information from Maidstone Borough Council suggested a litter pick had been carried out; 2) There were still a number of potholes on Malling Road. The Clerk would chase Kent Highways and report a pothole outside Becketts Croft; 3) Water was running down Teston Lane towards the bridge on the West Farleigh side. The Clerk would contact the West Farleigh Parish Clerk. <p>The Clerk would also report that there were still a number of potholes on Malling Road. Cllr Levett reported that there was also a pothole by Beckett's Croft.</p>
17/024	<p>* Parking at Courtlands and seat at the bus stop and consideration of a similar sign at The Street: The Clerk had spoken to the Street Scene Operations Manager at Maidstone Borough Council and it appeared that he could help with the provision and installation of recycled street furniture, which would make things much simpler in terms of permissions as it was understood Maidstone Borough Council had an arrangement with Kent Highways regarding Street Works Licences. A meeting had been arranged for latter in June to discuss the three outstanding matters i.e. the seat at the bus stop and the two parking signs.</p>
17/025	<p>Other Road-side Benches: The Chairman raised the issue that there is nowhere for anyone to sit between the Allotments and Ash Tree Corner. He requested that Councillors take a look to see whether a seat would be of benefit on the verge by the Allotments.</p> <p>The Chairman also mentioned the junction of Livesey Street and Malling Road but it was felt that a seat located here could cause difficulties for turning cars.</p> <p>It was noted that vegetation has grown up around the bench at the B2163. The Clerk would approach Gary's Landscapes and the landowner.</p>
17/026	<p>Traffic Island on Tonbridge Road in the Vicinity of Ash Tree Corner: A contact at KCC had been found, thanks to Cllr Mrs Gooch. An email had been prepared and would be sent to Highways.</p>
17/027	<p>Replacement Bollards at The Street / Tonbridge Road: No further action at present.</p>

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17/028	*	Teston Road: The Clerk would chase a meeting with other local Parish Councils.
17/029		Existing Street Lights: The Clerk had contacted the Loss Adjusters. The Clerk was asked to chase the matter, indicating that a clear response was needed so that Cllrs could be fully briefed before taking a decision.
17/030	*	Speed Watch: Cllrs were very pleased to note that the Speedwatch Co-ordinators had been presented with a long service award at the recent Speedwatch Conference. It was also noted that the Team were hoping to attract some more volunteers.
17/031	*	Medway Bridges: Cllr Wilson had advised that traffic lights at East Farleigh were not considered feasible at this time by Network Rail. The Chairman believed this could be challenged.
		<u>Environment</u>
17/032		<p>Allotments:</p> <p>a) Inspection Report: Cllr Douglass reported upon his inspection on 28th May. He was pleased to note that many plots were in good condition but two plots (12 and 19) were not and he suggested that the Clerk make contact, initially by telephone. A request had been made by the tenant of plot 3 to plant fruit trees. It was understood that there would be four trees in the centre of the plot that would be grown into an espalier and these would be maintained at or under 5 feet. On this basis it was felt that there should be no problems caused to neighbouring plots in terms of root growth or shade and as such the planting was agreed.</p> <p>b) Fencing and Hedges: Cllr Ms Burgon offered to contact Lord Falmouth's Agent. The Clerk would send her a copy of the previous emails.</p> <p>c) Ferreting: On his inspection Cllr Douglass had seen only one rabbit. To the Chairman's knowledge there had been no further ferreting.</p> <p>d) Review of Rent and Delegation: (deferred to July)</p> <p>e) Outstanding Water Bill and Possible Leak: The Chairman had met with South East Water regarding the water bill which had been much larger than expected. There was evidence of high water usage, but no a leak. It was agreed that the bill should now be paid. An email had been sent out to Tenants in an effort to try to understand the situation and to prevent unnecessary waste through taps not being turned off.</p>
17/033	*	Ambulance Sirens: Nothing further to report.
17/034		<p>Teston's Trees and hedges, including:</p> <p>a) Trees in the Village Competition 2017: Teston has been entered into the competition, with the judge to contact Cllr Levett to arrange a tour</p> <p>b) Village Green Trees: No issues raised.</p>
17/035		Teston Bridge Country Park - Ice Cream Van Contract: The Clerk has provided an update. The matter would be monitored closely.
17/036		Quality of Water – Tonbridge Road: Cllr Levett had understood South East Water would be flushing out the system every 4 weeks. Cllr Levett was aware of some residents who were not paying their water bill. The Clerk would contact SEW and ask for an update.
17/037		Bulb Planting for Autumn 2017: It was agreed that some more daffodils and perhaps crocuses could be planted. Cllr Levett would bring a recommendation to the next meeting in terms of location and quantity.
17/038	*	<p>Commemorating the 100th Anniversary of the End of WW1 – Beacon Lighting on 11.11.2018: Cllr Ms Burgon and Cllr Miss Page had yet to meet with the History Society. This would be arranged shortly.</p> <p>Cllr Levett suggested that a bonfire could be lit at Boathouse Meadow as a low cost option. However, it was felt that the Village Green was the most logical location for a beacon. The Stonemason had advised that the War Memorial should be cleaned in around the middle of 2018. It was thought that he could do the cleaning and the plaque at the same time.</p>
17/039	*	Village Green/Village Hall Boundary: No further news.
17/040		Maintenance of Ash Tree Corner: The Council ratified the Clerk's action in appointing a contractor to

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	<p>carry out an initial tidy up.</p> <p>As to ongoing maintenance, it was agreed that the contractor should spend 1-2 hours on a tidy up every other month and carry out a hard prune in the autumn.</p>
17/041	<p>* Play Area Equipment Check and Rota : May – Cllr Levett; June – Cllr Douglass; July – Cllr Miss Page; August – Cllr Owens;</p> <p>Cllr Miss Page reported that some of the seat swings bases looked cracked.</p>
	<p><u>Other</u></p>
17/042	<p>* Tonbridge Road and Teston House - postcode change: Nothing further to report.</p>
17/043	<p>Social Media: The Facebook page had been set up which the Clerk was using as a bulletin board for information. There were no issues to report.</p>
17/044	<p>Boundary Review: Officers at Maidstone Borough Council were looking at whether a consultation upon a change of name for the Ward could go ahead.</p>
17/045	<p>Telephone Kiosk: No decisions were reached. Cllrs would continue to think about how the kiosk could be used if it were decommissioned. It was agreed that the Clerk could ask residents for their ideas through the Facebook page.</p>
17/046	<p>Teston & Wateringbury Preschool Sports Day 14th July 2017, and Village Fete 17th June: The request for the use of the Village Green was approved with the usual conditions to apply. The same would apply to the Church's use for the Village Fete on 17th June.</p>
	<p><u>Consultations – to consider responses</u></p>
17/047	<p>None.</p>
17/048	<p><u>Any Latest Reports</u></p> <p>Cllr Miss Page noted that there is a lot of parking in Church Street by people who are then walking down into Court Lodge Farm. A short article would be placed in Tapestry by the Clerk asking for drivers to be considerate when parking near the Church by the Lychgate which could affect the turning circle.</p>
<p>MEETING ADJOURNED TO RECEIVE THE FOLLOWING REPORTS</p>	
	<p>i) Teston Village Stores CIC MattersTLCT:</p> <ul style="list-style-type: none"> • The stock-take would take place on 31st May; • Directors were asked to keep an eye on matters due to staff absences and holidays; • It was thought that takings were better. <p>ii) Teston Land Conservation Trust Matters:</p> <ul style="list-style-type: none"> • Fencing: This started today at Upper Boathouse Meadow; • £1,625 had been received from the anglers for the next year; • A letter had been sent to the Young Farmers regarding the rent. A request had been made for the duck egg container to be removed; • It was noted that a large sheet of metal had been left on the east/west track.
<p>MEETING RECONVENED</p>	
	<p>Public session: A member of the public commented on the condition of benches on the Village Green. The Chairman would speak with Bill Whillock to obtain a quote for tidying them up.</p> <p>It was also reported that there were parking issues when the Nursery Group is at the Hall. The Clerk would contact the Nursery Manager who would be asked whether the Nursery had considered approaching Teston Club about using their car park.</p>
17/049	<p>Confidential Items It was resolved that the press and public be excluded from the items 17/050, 17/051 and 17/052 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</p>
<p>MEETING ADJOURNED AND RECONVENED IN PRIVATE</p>	

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17/050	Enforcement issues: The latest position regarding enforcement issues was noted.
17/051	Land Registration and Trees in Need of Protection: Now that the County Elections are over the Clerk would chase Cllr Balfour.
17/052	Preserving gap between Teston and Barming: Nothing further to report.

Date of next regular meeting of the Council – 7.30p.m. on 25th July 2017 at Teston Village Hall