

TESTON PARISH COUNCIL

These Minutes were approved by the Council at its meeting on 27th March 2018

Minutes of the Meeting on 30th January 2018
at 7.30pm in Teston Village Hall

Cllr Peter Coulling – Chairman
Cllr Ms Tina Burgon
Cllr Chris Douglass
Cllr Roger Levett
Cllr Robin Owens
Cllr Mrs Nina Wheat

Maidstone Borough Councillor Mrs Fay Gooch
Mrs Michelle Tatton (Clerk)
2 members 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.

17/195	<p>Declarations of Disclosable Pecuniary Interests and/or Other Significant Interests: In the interests of transparency, all Parish Councillors declared 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; and d) Cllr Douglass, Cllr Owens, and Cllr Mrs Wheat have an interest as members of Teston Village Hall Management Committee.</p> <p>Cllr Coulling declared an interest in the item 17/206(b)ii) The Gables Cllr Mrs Wheat an interest in 17/201 Quotation for Grounds Maintenance 2018-19.</p>								
17/196	<p>Apologies for absence: were received from Cllr Miss Page and these were <u>accepted</u>. Cllr Ms Burgon was delayed but joined the meeting during item 17/213.</p>								
17/197	<p>Minutes of previous meetings: The Minutes of 28th November 2017 were <u>approved</u> as a correct record of the meeting and signed by the Chairman.</p>								
MEETING ADJOURNED									
<ul style="list-style-type: none"> A resident raised the matter of Court Lodge Farm and thanked the Parish Council for its attention to the matter. The latest position regarding the matter of multiple occupancy was noted. The Chairman commented that the level of Parish Council attention to this was on a par to any other application and not exceptional. It was also noted that the time for determining the application had been given. Nothing should be read into this. A resident raised a question regarding item 17/222(c) Hedge at Courtlands. The Chairman confirmed that this related to the conifers on the bank side of the boundary with the adjacent properties. As the Parish Council now owned the verge it was responsible for maintaining the hedge that was on its land. The Parish Council could prune any trees growing over its land from the adjacent properties though it could decide to leave them. 									
MEETING RECONVENED									
17/198	<p>Ordering of Agenda: It was <u>agreed</u> that item 17/201 Quotations for grounds maintenance should be taken in private on the basis that that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p> <p>It was <u>agreed</u> that item 17/227 Beacon be moved up the Agenda to as soon after Cllr Ms Burgon had arrived.</p>								
<u>Administration and Finance</u>									
17/199	<p>a) Statement of accounts: A Statement of Accounts had been circulated showing a balance of £25,094.59 from which the following payment were <u>authorised</u>:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">30.01.18</td> <td style="text-align: center;">3017</td> <td>Peter Coulling - NY Day Expenses</td> <td style="text-align: right;">151.41</td> </tr> <tr> <td style="text-align: center;">30.01.18</td> <td style="text-align: center;">3018</td> <td>B Whillock - Bulb Planting</td> <td style="text-align: right;">15.00</td> </tr> </table>	30.01.18	3017	Peter Coulling - NY Day Expenses	151.41	30.01.18	3018	B Whillock - Bulb Planting	15.00
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30.01.18	3019	Tapestry Village Magazine - NY Day Leaflets	10.90
30.01.18	3020	Teston Village Hall - Hall Hire to 30th January 2018 (x4)	52.00
30.01.18	3021	Eon Streetlighting Charges	22.04
30.01.18	3022	Association of Local Council Clerks - Membership	30.00
30.01.18	3023	The Society of Local Council Clerks	100.00
30.01.18	3024	K Underwood - Allotments Deposit Return	25.00
30.01.18	3025	J Kirk - Allotments Deposit Return	25.00
30.01.18	3026	M Tatton Clerk's Salary January 2018	335.27
28.02.18	3027	M Tatton Clerk's Salary February 2018	335.27
30.01.18	3028	Teston Village Hall - NYD hire	13.00
30.01.18	3029	M Tatton Clerk's Expenses November 2017 - January 2018	62.64
		TOTAL	£1177.53

The Parish Services Scheme Grant had been confirmed at £1435. It was **resolved** that the Agreement should be **accepted**. The Clerk and Chairman would sign the agreement.

It was **agreed** that the possibility of increasing the sinking fund be considered at the next meeting.

b) Budget 2018-19 and Precept: The current position was noted. It was **agreed** that the Precept be set at £24,000 as discussed at the last meeting.

The Clerk was asked to include an update upon the 2018/19 budget on the March Agenda.

17/200	Tapestry: It was agreed that the Clerk liaise with the Editor regarding possible administrative support.
17/201	Quotations for Grounds Maintenance for 2018-19: See Minute 17/241
17/202	Appointment of Mr D Buckett as Internal Auditor for the Year Ending March 2018: This was agreed .
17/203	* Review of Standing Orders, Policies and Procedures: No further news.
17/204	* Parish Charter: No further news.
17/205	<p>General Data Protection Regulations: It was noted that a member of staff at Maidstone Borough Council would be appointed as the Borough's Data Protection Officer. The GDPR would also apply to the Parish Council, TLCT and the CIC, and the Parish Council would have to have a DPO. The Clerk had attended a course organised by KALC. There were concerns generally in the sector around whether a Clerk would have a conflict if appointed as the DPO. The Chairman had spoken with Satswana who had run the workshop and who were offering a DPO service. He had also spoken to the ICO and it was confirmed that no edict had been issued stating that a Clerk could not be DPO, but that the particular circumstances should be reviewed from a risk perspective.</p> <p>The matter would be considered further and a recommendation would be brought to the next meeting.</p> <p>The Clerk was asked to check whether the Internal Auditor could assist in a DPO role.</p>
	Planning
17/206	<p>a) Decisions made and pending:</p> <p>i) 16/508000/FULL The Granary Court Lodge Farm The Street Erection of single storey front extension with insertion of 2 rooflights – Refused 19.01.2018</p> <p>ii) 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</p> <p>iii) 17/504274/OUT 1 - 4 Livesey Cottages Livesey Street Teston ME18 5AY Outline application for the redevelopment of land for two houses and associated access within the curtilage of Livesey Cottages (All Matters Reserved) – Refused 08.01.2018</p>

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	<p>iv) 17/505995/FULL Court Lodge Farm The Street Teston Maidstone Kent ME18 5AQ Erection of a detached five bedroom dwelling with associated parking – Decision awaited</p> <p>v) APP/U2235/C/17/3175984 Land North of Knole Farm Malling Road Teston Without planning permission the creation of an access and the siting of a steel storage container within the open countryside on agricultural land less than 0.5 hectares in an area which is contrary to both National Guidance and the Local Development Plan policies – Appeal commenced 5th December 2018 – Decision awaited</p> <p>b) Newly submitted applications/ratify submissions made, including the following:</p> <p>i) 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) – Comments already submitted by the Clerk. These were <u>ratified</u>. Decision awaited</p> <p>ii) 17/506374/NMAMD The Gables Church Street Teston ME18 5AG Non-material amendment: Change of materials used to construct new wall, from Brick, to Michelmersh Facing Brick Hampshire Stock Red Multi 24, and rebuild existing piers in same brick so everything matches (original application ref: 17/502779/FULL) – Comments already submitted by the Clerk. These were <u>ratified</u>. Decision awaited – Approved 29th January 2018</p> <p>ii) 17/506335/FULL 7 Tonbridge Road Teston Maidstone Kent ME18 5BU Erection of a first floor side extension with pitched roof, a part single, part two storey rear extension and a detached garage – Comments already submitted by the Clerk. These were <u>ratified</u>. Decision awaited</p>
17/207	<p>Maidstone Local Plan Issues: The review would have to be adopted by April 2021. The KALC Co-ordinating Team had sent a letter to Maidstone Borough Councillors to prompt a full-hearted review. Cllrs <u>agreed</u> that the Chairman should remain involved.</p>
17/208	<p>* Tonbridge & Malling Local Plan: The current position was noted.</p>
17/209	<p>* Assets of Community Value: It was noted that the application relating to Teston Village Hall would be submitted shortly and the position regarding the Church would be investigated. Nothing further had been heard from Teston Club.</p>
17/210	<p>* Walls and Fences: No further news at present.</p>
17/211	<p>Temporary Access at Tonbridge Road for Abbeyfield Development: It was noted that the Chairman and Clerk would be attending a site meeting.</p>
<u>Highways and PROW</u>	
17/212	<p>Highways Spreadsheet: It was noted that:</p> <ul style="list-style-type: none"> • the dropped kerbs had been installed on the access road to Teston House • the dead tree at the southern end of The Street had been replaced and a second one planted towards the northern end; • the footway at Teston Lane would be cleared. However, it was noted that the hedge was overhanging the footway which was already narrow. This should be reported for cutting back • the pavement in Courtlands was uneven in various places. Cllr Mrs Wheat would confirm locations to the Clerk • there was a pothole between Knole Farm and the 30mph sign, and at Livesey Street opposite the cattery and further on. The Clerk would report these. <p>It was not known whether the 30mph roundels had been painted on Tonbridge east of Teston House.</p>
17/213	<p>Signs, seats and litter bins: A resident was concerned about the work and why it had not yet been done and these comments were noted. It was confirmed that the existing seats and litter bins were the Parish Council's responsibility. The work for installing new seats and bins was being contracted to Maidstone Borough Council.</p> <p>The seat near Crown City would need to be installed in concrete. This could not be done by volunteers. The Chairman and Clerk would meet with Darren Rouse at Maidstone Borough Council as soon as possible.</p>

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		<p>It was agreed that the following signs now be ordered:</p> <ol style="list-style-type: none"> 1) Courtlands – 600mm by 300mm bearing the words ‘PLEASE DO NOT PARK CLOSER TO JUNCTION THAN THIS SIGN. YOU WILL CAUSE A HAZARD’ 2) Ash Tree Corner – 300mm by 600mm bearing the words ‘Dropped Kerb please keep Access Clear <u>at all times</u>’ 3) The Street – 600mm by 300mm bearing the words ‘leave access clear’ 4) Rear of Village Hall – this would be attached to the telegraph pole and would read ‘Stop. Careful! CARS’ <p>All signs would be green with white lettering and white edging except for the rear of Village Hall sign which would be white with black lettering but with the word CARS in red</p> <p>It was also suggested that automatic closing mechanisms for the gate be investigated.</p> <p>A quote of £120 plus materials had been received for the refurbishment of the litter bin at Ash Tree Corner. This was agreed although the Clerk was asked to check the cost of materials with the contractor.</p>
17/214	*	Sign in Church Street West to deter parking across the dropped kerb at Ash Tree Corner: See Minute directly above.
17/215	*	Traffic Island on Tonbridge Road in the Vicinity of Ash Tree Corner: A request for information had been drafted. This would be circulated to all Cllrs for comment and then the Clerk would have authority to send to consultants. Consideration would be given to approaching Cllr Mrs Stockell for funding.
17/216		Damaged Visibility Mirror at Teston Village Hall: The Clerk had not had a response from any residents.
17/217	*	Teston Road: No further news.
17/218	*	Speed Watch: It was with sadness that the Parish Council had learned of the death of a key member of the Teston’s Speedwatch Team. The Clerk was asked to pass on the Council’s condolences.
17/219	*	Medway Bridges: The Chairman reported upon a recent application relating to Wateringbury Level Crossing, to which the Parish Council had objected. Cllr Mrs Gooch would call the matter in if possible.
		<u>Environment</u>
17/220		<p>Allotments:</p> <p>a) Regular Inspection Report: Cllr Douglass had visited several times. A grab bag of stone had been obtained to fill the hole in the ground near the entrance but it was thought another bag or two would be required. This was agreed.</p> <p>It was noted that the beehives that had been approved previously had never appeared.</p> <p>Cllr Douglass suggested that either fencing or hawthorn planting was required on the northern boundary alongside the road. This would be investigated and brought back to the next meeting.</p> <p>b) Fencing and Hedges: Mr Whillock would be attending to the fencing very shortly.</p> <p>c) Allotment Tenancy Renewals: All tenants had renewed their agreements with the exception of one who had not yet replied. It was agreed that the tenant should be given a final 14 days to pay otherwise it would be assumed the plot was no longer required and arrangement would be made to re-let.</p> <p>d) Request from a Tenant to Consider Splitting Vacant Plot 11: An existing tenant had expressed an interest in taking on another half plot. However, since this request had been made he had requested the whole plot. This was agreed. It was also noted that plots 12 and 27 were now available for re-letting. Plot 12 could be divided north south and 27 east west. There was no fencing around plot 12 except on the north side. The Council discussed whether half plots should be rented out at a reduced price. Suggested each plot £10 per annum. However, it was agreed that as plots were generally of differing sizes, and given the administrative burden would be the same whatever the size of the plot, there would be no reduction in the rent or deposit for a half plot. The Parish Council would pay for the installation of any stakes required to divide the plots.</p> <p>e) Request to allow a Tenant to bring 2 dogs (Cocker Spaniels) to the Allotments: As the plot in question (13) was completely fenced it was agreed that this would be acceptable but the Council would reserve the right in writing or by email to terminate the consent with immediate effect should any issues arise as a result and/or any complaints were received from other tenants.</p>
17/221	*	Ambulance Sirens: An email had been sent to the Swale Clinical Commissioning Group which places the contract with SECamb. The issue was going to be referred to their Quality Team.

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17/222	<p>Teston's Trees and hedges, including:</p> <p>a) Village Green Trees: Signs of damage to the trees would be monitored once grass cutting recommenced. The Clerk would ask Turfsoil whether they have sprayed around the trees as promised. Cllr Levett reported that one of the Cherry Trees had died. The Clerk was requested to get a quote from Cromar Nursery for a replacement.</p> <p>b) Dead tree at The Street: As already indicated, the dead tree at the southern end of The Street had been replaced by Kent Highways who had also planted a second tree to the north.</p> <p>c) Hedge at Courtlands: See item 17/241 below.</p>
17/223	* Malling Road Trees: No news.
17/224	* Teston Bridge Country Park: It was reported that the period of grace notice had been reinstated and a temporary sign pointing to the ticket machine was also in place. It was noted that someone had recently had been locked in at the Country Park and the emergency number on the notice board had turned out to be incorrect. The Clerk would contact the Country Park Team to ensure the correct emergency information was displayed.
17/225	* Bulb Planting for Autumn 2017: This work had been completed.
17/226	* Quality of Water – Tonbridge Road: Work had begun on Tonbridge Road on 22 nd January preparatory to the mains replacement later in the spring. This would last until 6 th February.
17/227	<p>Commemorating the 100th Anniversary of the End of WW1 – Beacon Lighting on 11.11.2018, Memorial Plaque and War Memorial Cleaning: A working group consisting of Cllr Ms Burgon, Cllr Miss Page, and Mr Davies and Mr Astridge (both of Teston History Society) had been able to meet to discuss possible arrangements for the event. A comprehensive document had been produced and circulated prior to the meeting. The Chairman commended the working group for its efforts to date.</p> <p>Mr Astridge was invited to present the document which included a series of proposed risk assessments and an action plan. The proposal was for:</p> <p>1) a Service of Remembrance on Remembrance Sunday. There would probably be more people attending, due to the significance of the event and so more management than usual might be required;</p> <p>2) Exhibitions:</p> <p style="margin-left: 20px;">a) an exhibition for which there was already a fair degree of material;</p> <p style="margin-left: 20px;">b) presentation upon 3 local men who went to war and returned and how the war affected them;</p> <p style="margin-left: 20px;">c) presentation of material relating to the role of Barham Court as hospital;</p> <p style="margin-left: 20px;">d) a project by local children;</p> <p style="margin-left: 20px;">e) a presentation on the 12 fallen men;</p> <p>These events would need to be publicised with an invitation for people to contribute items for display. The Village Hall could be used though there could be advantages to using the Church.</p> <p>There would be some costs associated with the displays.</p> <p>3) Service of Commemoration at 5.45pm;</p> <p>4) Beacon event on the Village Green</p> <p style="margin-left: 20px;">a) a brief sound and light presentation. There are some practical issues to risk assess relating to that. There could be a cost relating to the hire of sound equipment;</p> <p style="margin-left: 20px;">b) lighting the Beacon. There is a national format, to be associated with a peal of bells;</p> <p style="margin-left: 20px;">c) bar and BBQ to provide an opportunity to socialise on the Village Green;</p> <p style="margin-left: 20px;">d) clearing up</p> <p>The Chairman asked for it to be noted that there should be no commitment by working group to spend money.</p> <p>It was suggested that a master list of actions be produced. The Chairman had identified the following:</p> <p>1) Teston War Memorial: a plaque to be installed on the right hand side to mirror the tablet to the pilot on the left. The wording has been agreed 'We have not forgotten'. The owner of the property had given written consent to imbed the plaque in the wall;</p> <p>2) Possible closure of Church Street West and possibly Malling Road also. The Clerk would investigate procedure and cost, with particular reference to Maidstone Borough Council's Events Page on their website;</p>

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	<p>3) Clerk to source a bugler;</p> <p>5) Beacon – a planning application would be submitted shortly. A Heritage Statement had been prepared and circulated;</p> <p>6) Publicity – it was felt that the Parish Council should take the lead with articles to go out from the Clerk. The Clerk would put an article in Tapestry shortly;</p> <p>7) Any power could be provided from the Village Hall or shop;</p> <p>8) Cllr Douglass confirmed on behalf of the Village Hall Committee that the Hall was being held for Saturday and Sunday.</p> <p>9) Public entertainment licence – Clerk to explore</p> <p>10) Guest to light the beacon – Cllr Owens offered to research an officer or retired officer. It was thought that someone in the village who has a connection to someone who served in the First World War could be considered. There are 3 people who are direct descendants of men who served in the War.</p> <p>11) Bar and BBQ – the Clerk would contact the Club to explore whether they could help;</p> <p>12) Beacon itself – it was agreed that the post should be wood. A heat deflector would be required. Lighting would probably be by propane gas with a very long nozzle. The bottom of the basket should be 3 metres off the ground. A cover would be required to keep the basket dry up to the event.</p> <p>Designs and costings had been considered at the previous meeting. It was agreed that the Clerk be given delegated authority to appoint the supplier for the basket within a budget of £1000 plus VAT though no order would be placed at this point.</p> <p>13) Sponsorship would be considered;</p> <p>13) The Clerk would consolidate one action list;</p>
17/228	* Village Green/Village Hall Boundary: The Chairman and Cllr Douglass would discuss.
17/229	<p>Play Area Equipment Check and Rota : The inspection rota was noted as follows: February – Cllr Owens; March – Cllr Coulling; April – Cllr Ms Burgon</p> <p>A quotation had been received from Turfsoil for refurbishment of the play equipment but a further breakdown was required before this could be considered.</p>
	<u>Other</u>
17/230	* Social Media, Data Back-Up and Document Retention: The Clerk exchanged memory sticks with Cllr Mrs Wheat. There were no social media issues to report. A suggestion had been received through Facebook that consideration be given to entering the Village of the Year competition. It was not felt at this time that this could be taken forward.
17/231	* Civic Service 20th March 2018 at Canterbury Cathedral: Cllr Levett indicated that he and his wife would be pleased to attend. The Clerk would attempt to get the tickets swapped over as she was not aware of Cllr Levett's wish to attend and had booked tickets in the name of others.
17/232	* Change of Ward Name to Barming & Teston: The change of ward name had been officially changed to 'Barming & Teston Ward'. Cllr Mrs Gooch was thanked for her efforts, together with Cllr Douglass who had attended the special meeting of the Borough Council to speak in support of the proposal.
17/233	Sorting and Storage of Historic Parish Council Papers: Cllr Miss Page, Cllr Levett and the Clerk had been sorting through historic paperwork. There were likely to be some items that could go into archives but some would need to be stored locally. It was agreed that, in principle the Parish Council would be prepared to pay for storage at the Village Hall. The matter would be discussed by the Village Hall Management Committee.
17/234	Date for the Annual Parish Meeting and Arrangements for a Speaker: It was suggested that the meeting take place in May. The Clerk would circulate dates prior to booking. It was agreed that Nick Yandle from Gallagher's Quarry be invited to come along to speak.
	<u>Consultations – to consider responses</u>
17/235	i) The Kent Minerals and Waste Local Plan 2013-30: Closing 27 th March 2018 https://consultations.kent.gov.uk/consult.ti/KMWLP/consultationHome Noted.
17/236	<u>ANY LATEST REPORT UPDATES FOR NOTING ONLY</u>
MEETING ADJOURNED TO RECEIVE THE FOLLOWING REPORTS	

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	<p>i) Teston Village Stores CIC Matters Charging for use of credit / debit cards – a query was being raised with Kent Trading Standards regarding cash back; Draft accounts were almost ready for perusal;</p> <p>ii) Teston Land Conservation Trust Matters South East Water request for storage area during water main works – no further news. A suggestion was made to rent out land for use as a vineyard. Cllr Levett was making enquiries.</p>
MEETING RECONVENED	
17/237	<p>Confidential Items It was resolved that the press and public be excluded from the items 17/238 - 17/241 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>
MEETING ADJOURNED AND RECONVENED IN PRIVATE	
17/238	* Enforcement issues: The present position on a matter was noted.
17/239	* Land Registration and Trees in Need of Protection: No further news.
17/240	* Preserving gap between Teston and Barming: No further news.
17/241	<p>Grounds Maintenance: Cllr Mrs Wheat declared an interest and did not take part in the discussion or decision. A number of quotations had been received and details circulated as part of a confidential report which was considered. It was agreed that:</p> <ol style="list-style-type: none"> 1) The contract for grass cutting for the year 2018-19 be awarded to Turfsoil; 2) Turfsoil would be asked to give the Village Green Hedge a major cut and, if a minor cut was required in the autumn, Gary's Landscapes would be asked to do the work. Cllr Levett was asked to inspect and confirm what needed to be done and when; 3) Gary's Landscapes would be asked to cut the Courtlands hedge, reducing the height and taking it back but not leaving it brown; 4) Three Counties Allotments would be asked to cut the allotments hedge £170 and TLCT hedge as soon as possible, and they would also be asked for a costing for some infill planting to fill the gaps.

*Date of next regular meeting of the Council – 7.30p.m. on 27th March 2018 at Teston Village Hall
 (Available at meeting: Agenda, Clerk's Report, Correspondence List, Financial Statement, and Highways Sheet)*

Clerk: Mrs Michelle Tatton
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