

TESTON PARISH COUNCIL

These Minutes were approved by the Council at its meeting on 24th July 2018

Minutes of the Meeting on 29th May 2018
at 7.30pm in Teston Village Hall

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

Maidstone Borough Councillor Mrs Fay Gooch
Mrs Michelle Tatton (Clerk)
5 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.

18/001	Election of Chairman and Chairman's Declaration of Acceptance of Office: It was proposed by Cllr Levett, seconded by Cllr Mrs Wheat and agreed that Cllr Coulling be re-elected as Chairman. The Chairman signed the Declaration of Acceptance of Office which was witnessed by the Clerk.
18/002	Election of Vice-Chairman: It was proposed by Cllr Coulling, seconded by Cllr Levett and agreed that Cllr Douglass be re-elected as Vice-Chairman.
18/003	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) Ash Tree Corner, the 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.
18/004	Apologies for absence: Cllr Ms Burgon and Cllr Miss Page had sent their apologies. These were accepted .
MEETING ADJOURNED	
Public session: There were no questions during the public session although it was noted that attendance was largely related to the items 18/021b) i) Court Lodge Farm and 18/045 Commemorating the 100 th Anniversary of the End of WW1 and so consideration would be given to bringing these items up the Agenda.	
MEETING RECONVENED	
18/005	Minutes of previous meetings: The Minutes of 27 th March 2018 were agreed as a correct record of the meeting and signed by the Chairman.
18/006	Ordering of Agenda: It was agreed that item 18/021b) i) Court Lodge Farm and item 18/045 Commemorating the 100th Anniversary of the End of WW1 be dealt with immediately. These items are minuted in the order in which they appeared on the Agenda.
<u>Administration and Finance</u>	
18/007	* Review of Standing Orders, Policies and Procedures: The Chairman and Clerk were reviewing Standing Orders in light of the new model. Further details would be circulated in due course.
18/008	* Parish Charter: No further news.
18/009	To agree the appointment of Representatives to Outside Bodies: a) Kent Association of Local Councils: It was agreed that the Chairman and Vice-Chairman would continue as the Parish Council's representatives to the Maidstone Area Committee. b) Teston Village Hall Management Committee: It was agreed that Cllr Douglass, Cllr Owens and Cllr Mrs Wheat continue as the Parish Council's representatives to the Village Hall Management Committee.
18/010	Renewal of Insurance: A quotation of £363.73 had been received for the renewal premium. It was proposed and agreed that the Clerk should proceed with renewal with Zurich subject to increasing the policy excess to £500 and removing money cover. This was expected to result in a saving of around £44. In addition, there might be a further small reduction for removal of the contents headings b-g and the Clerk

Signed.....Chairman 24th July 2018

TESTON PARISH COUNCIL

	would investigate this.																																																																												
18/011	<p>Subscriptions: It was agreed that subscriptions be renewed as follows:</p> <ul style="list-style-type: none"> a) Local Councils Update £75 b) CPRE £36 c) KALC £253.14 plus VAT d) Local Council Review £tbc (not due until September - likely to be in the region of £18) e) Action with Communities in Rural Kent £50 f) Kent Men of the Trees £25 (tbc) 																																																																												
18/012	<p>Dates and times of Parish Council meetings for 2018/19: These were noted as follows: 24th July, 25th September, 27th November; and, subject to booking being confirmed later in the year, for 2019 - 29th January; 26th March – plus 1st January for the social event. The Clerk was asked to look at a date for the 2019 Annual Parish Meeting prior to the next meeting.</p>																																																																												
18/013	<p>Statement of accounts: A Statement of Accounts had been circulated showing a balance of £41,946.77 from which the following payments were agreed, including post dated cheques for the Clerk's salary for June:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="text-align: center;">29.05.18</td> <td style="text-align: center;">3040</td> <td>B Whillock - Weed Killing at War Memorial</td> <td style="text-align: right;">20.00</td> </tr> <tr> <td style="text-align: center;">29.05.18</td> <td style="text-align: center;">3041</td> <td>P Coulling: TOTAL 86.02 i)Reimbursement Allotments Type 1 Material</td> <td style="text-align: right;">44.40</td> </tr> <tr> <td></td> <td></td> <td>ii) Planning Map for Beacon Application</td> <td style="text-align: right;">25.80</td> </tr> <tr> <td></td> <td></td> <td>iii) Replacement lock for allotments</td> <td style="text-align: right;">15.82</td> </tr> <tr> <td style="text-align: center;">29.05.21</td> <td style="text-align: center;">3042</td> <td>Tapestry - Annual Parish Meeting Leaflet</td> <td style="text-align: right;">10.86</td> </tr> <tr> <td style="text-align: center;">29.05.22</td> <td style="text-align: center;">3043</td> <td>Eon Street lighting invoice 2 May 2018</td> <td style="text-align: right;">23.13</td> </tr> <tr> <td style="text-align: center;">29.05.23</td> <td style="text-align: center;">3044</td> <td>Kent Association of Local Councils Subscription</td> <td style="text-align: right;">303.77</td> </tr> <tr> <td style="text-align: center;">29.05.24</td> <td style="text-align: center;">3045</td> <td>ACRK Subscription</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td style="text-align: center;">29.05.25</td> <td style="text-align: center;">3046</td> <td>CPRE Subscription</td> <td style="text-align: right;">36.00</td> </tr> <tr> <td style="text-align: center;">29.05.26</td> <td style="text-align: center;">3047</td> <td>Communicorp Local Councils Update Subscription</td> <td style="text-align: right;">75.00</td> </tr> <tr> <td style="text-align: center;">29.05.27</td> <td style="text-align: center;">3048</td> <td>M Tatton - Clerk's Salary May 2018</td> <td style="text-align: right;">335.27</td> </tr> <tr> <td style="text-align: center;">29.06.18</td> <td style="text-align: center;">3049</td> <td>M Tatton - TOTAL £462.77 i) Clerk's Salary June 2018</td> <td style="text-align: right;">335.27</td> </tr> <tr> <td></td> <td></td> <td>ii) Office Allowance</td> <td style="text-align: right;">127.50</td> </tr> <tr> <td style="text-align: center;">29.05.18</td> <td style="text-align: center;">3050</td> <td>M Tatton Clerk's Expenses April/May</td> <td style="text-align: right;">134.50</td> </tr> <tr> <td style="text-align: center;">29.05.18</td> <td style="text-align: center;">3051</td> <td>David Buckett Internal Audit</td> <td style="text-align: right;">270.70</td> </tr> <tr> <td style="text-align: center;">29.05.18</td> <td style="text-align: center;">3052</td> <td>Miss Dawn Page APM Refreshments</td> <td style="text-align: right;">17.14</td> </tr> <tr> <td style="text-align: center;">29.05.18</td> <td style="text-align: center;">3053</td> <td>Teston Village Hall Pioneers Grant 2018-19</td> <td style="text-align: right;">125.00</td> </tr> <tr> <td style="text-align: center;">29.05.18</td> <td style="text-align: center;">3054</td> <td>Teston Village Magazine Tapestry s142 payment for advertising</td> <td style="text-align: right;">230.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">£2180.16</td> </tr> </table>	29.05.18	3040	B Whillock - Weed Killing at War Memorial	20.00	29.05.18	3041	P Coulling: TOTAL 86.02 i)Reimbursement Allotments Type 1 Material	44.40			ii) Planning Map for Beacon Application	25.80			iii) Replacement lock for allotments	15.82	29.05.21	3042	Tapestry - Annual Parish Meeting Leaflet	10.86	29.05.22	3043	Eon Street lighting invoice 2 May 2018	23.13	29.05.23	3044	Kent Association of Local Councils Subscription	303.77	29.05.24	3045	ACRK Subscription	50.00	29.05.25	3046	CPRE Subscription	36.00	29.05.26	3047	Communicorp Local Councils Update Subscription	75.00	29.05.27	3048	M Tatton - Clerk's Salary May 2018	335.27	29.06.18	3049	M Tatton - TOTAL £462.77 i) Clerk's Salary June 2018	335.27			ii) Office Allowance	127.50	29.05.18	3050	M Tatton Clerk's Expenses April/May	134.50	29.05.18	3051	David Buckett Internal Audit	270.70	29.05.18	3052	Miss Dawn Page APM Refreshments	17.14	29.05.18	3053	Teston Village Hall Pioneers Grant 2018-19	125.00	29.05.18	3054	Teston Village Magazine Tapestry s142 payment for advertising	230.00			TOTAL	£2180.16
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18/014	<p>Parish Services Scheme: There has been a slight underpayment of the first tranche but it was agreed that this would not be raised as an issue. The Clerk had completed the year end Certificate. The pro-forma provided by Maidstone Borough Council included a column for administration, and allotments had also been included and so details for these had been provided. The Certificate was approved and signed by the Chairman and Clerk.</p>																																																																												
18/015	<p>Grants to village organisations: It was agreed that the following grants be made:</p> <ul style="list-style-type: none"> a) Pioneers - £125 b) TVHMC - £750 for assistance with grounds maintenance at Teston Village Hall subject to the supply of invoices. The next Agenda should include an item for a possible separate grant for the community area of up to £1500 c) St Peter and St Paul - £250 for assistance with Churchyard maintenance: It was noted that receipts had not been received for the previous year. It was agreed that receipts should be received within 14 days or the previous grant would be lost. A decision upon the 2018/19 grant was deferred to the next meeting. 																																																																												
18/016	<p>Payment to Tapestry for inclusion of regular items of information for year 2017/18: It was agreed that a payment of £230 by made, with a respectful request to see the accounts for the last year. The</p>																																																																												

Signed.....Chairman 24th July 2018

TESTON PARISH COUNCIL

	Chairman would speak with the Editor about the future.
18/017	<p>Annual Return for the Year ending 31st March 2018:</p> <p>a) To receive Internal Auditor's Report – This was noted, in particular with regard to Standing Orders, the Clerk's laptop and the timing of Minutes being posted to the web. Progress had been made since the last meeting upon Standing Orders. Following further discussion, the Council remained of the view that use by the Clerk of her own laptop was logical and practical and that sufficient safeguards were in place in terms of security. Memory sticks were exchanged regularly with the Chairman or Cllr Mrs Wheat so that a back-up of almost all Council data was available to the Council. It was noted that the majority of information now reaches the Council via email and this might need looking at but any current issues lay with the email account and not ownership of the hardware. The Clerk was asked to consider any relevant IT issues and bring these to the next Council meeting for consideration.</p> <p>Regarding paperwork being uploaded to the website, it was agreed that in future the Annual budget and precept information could be uploaded.</p> <p>Issues relating to GDPR would be considered under item 18/019 below.</p> <p>b) Outcome of Governance Review undertaken by Cllr Mrs Wheat and to agree recommendations: Cllr Mrs Wheat thanked the Clerk for keeping the accounts and papers in good order. There were no matters of concern or recommendation.</p> <p>c) To approve updated Asset Register: This was approved.</p> <p>d) To agree the Governance Statement at section 1 of the Annual Governance and Accountability Return: The statements were read out to the meeting and these were approved. Section 1 was signed by the Chairman and Clerk.</p> <p>e) To approve the Accounting Statements at section 2 of the Annual Governance and Accountability Return: The statements were approved. Having been signed by the Clerk, these were signed by the Chairman.</p>
18/018	<p>Review of Risk Assessment: It was noted that the Risk Assessment had been updated in November 2017 and this would be reviewed again in November 2018.</p>
18/019	<p>General Data Protection Regulations: It had been confirmed that Parish Councils do not need to appoint a Data Protection Officer.</p> <p>The Clerk's Report had provided some detail on how to handle outstanding issues. The draft policy would be refined and finalised. The following statements or actions were noted and/or agreed:</p> <ol style="list-style-type: none"> 1. The Council would register with the ICO (the probable fee was £40 p.a.); 2. While appointment was considered good practice it was agreed that the Council would not appoint a DPO nor contract for the services of a "shared DPO". 3. The Clerk had been on a KALC-organised Foundation Workshop on GDPR; 4. Maidstone Borough Council will have a fully-trained DPO who may be available to assist should a big issue / difficulty arise; 5. It was resolved that the Parish Council recognises, and accepts, that it is the Data Controller for any data processing carried out in pursuit of its business; 6. The Parish Council agreed the Data Map (Attachment 1 to the draft policy) as a comprehensive statement of data held, and why it is held, and this would be reviewed from time to time; 7. The Parish Council will review and, as necessary, amend or add to documentation at subsequent meetings; 8. The whole (draft) document represents the Parish Council's plan and procedures to ensure the Council abides by GDPR, but noting that it is a "living document" that will be amended and improved, as the future unfolds; 9. Individually Councillors and the Clerk will endeavour fully to abide by GDPR requirements and ask the Clerk to report any non-compliance that comes to her attention; 10. The Clerk's Parish Council emails signature block should be augmented with a suitable GDPR statement relating to retention of any replies / communications; 11. The Clerk will submit a Tapestry article regarding GDPR; 12. The Web Site will be updated to include the current Attachment 6 of the draft policy – Contact Privacy Notice - (but only its first page). 13. The Twitter account would continue but only as a pointer to Facebook. 14. The Facebook account would continue and the Clerk would include any disclaimers required to be compatible with GDPR requirements; 15. The Parish Council would not sign up to any other social media without further discussion;. 16. Until further notice, "GDPR" will remain on the agenda to review / amend / augment relevant documentation; 17. After the meeting, Councillors and the Clerk will check that each of their devices subject to GDPR

TESTON PARISH COUNCIL

	are suitably pass-word protected, are physically reasonably secure and, in due course, appropriately cleansed / disposed of.
18/020	<p>Clerk's Remuneration, including:</p> <p>i) Proposed Salary Increase: The Chairman had considered the recent employment briefing and had calculated a new rate of £341.97 from 1st April. This was agreed. The Clerk had written cheques for May and June at the 'old' rate and would claim back pay at the next meeting.</p> <p>ii) Review of Office Allowance: It was agreed that this be increased to £525 p.a.. The necessary adjustment in respect of the June payment would be made when the Office Allowance next fell due.</p>
	<u>Planning</u>
18/021	<p>a) New/pending decisions</p> <p>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</p> <p>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) – Comments already submitted. The response submitted by the Clerk was ratified. Decision awaited</p> <p>iii) 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. The response submitted by the Clerk was ratified. Permitted – 14.02.2018</p> <p>iv) 18/500774 Teston Bridge Picnic Site Teston Lane Teston ME18 5BX Erection of a 4 metre high column with Automatic Number Plate Recognition (ANPR) Camera (Retrospective). Permitted – 12.04.2018</p> <p>v) 18/500775/ADV Teston Bridge Picnic Site Teston Lane Teston ME18 5BX Advertisement Consent for x 10 Non Illuminated Pole mounted signs directing users of the Country Park to pay and display for parking (Retrospective). Permitted – 19.04.2018</p> <p>vi) 18/500485/FULL Barham Court Tonbridge Road Teston ME18 5BZ Erection of a boundary fence (Retrospective). Refused -16.04.2018. The Decision Notice contains an informative to the applicant advising that, should fencing be required, then more suitable types might be either traditional split chestnut post and rail fencing or simple, metal parkland railings of appropriate quality.</p> <p>vii) 18/00304/FL Sports Pavilion 200 Beacon Avenue Kings Hill West Malling Kent ME19 4QP Section 73 application to vary condition 8 (opening hours) pursuant to planning permission TM/11/00445/FL (Formation of five grass pitches, changing facilities, car parking and access plus artificial grass pitch with associated lighting and fencing). Approved 06.04.2018</p> <p>viii) 18/502062/FULL The Village Green Church Street Teston Kent Installation of a beacon to mark the centenary of the World War I armistice (Parish Council's own application) – The comments submitted by the Clerk were ratified.</p> <p>b) To consider any newly submitted applications/ratify submissions made, including the following:</p> <p>i) 17/505995/FULL Court Lodge Farm The Street Teston Maidstone Kent ME18 5AQ Erection of a detached five bedroom dwelling with associated parking – Referred to Maidstone Borough Council's Planning Committee - New site plan submitted. Cllr Coulling gave some background. Cllr Mrs Gooch had not heard anything further regarding the validity of the s106 agreement. The Parish Council had chased these issues by email but had heard nothing. It was thought that rights to use the track would be an important issue. The new plans were considered. It was agreed that all the Parish Council's previous comments remained relevant. The Council heard from members of the public regarding the scale of the plan and its relation to reality. The rear garden of the proposed dwelling would be smaller than appeared on the plan and light would be excluded by the scale of the dwelling.</p>

Signed.....Chairman 24th July 2018

TESTON PARISH COUNCIL

	<p>It was stated that the Management Company owns the driveway while the farmhouse has access rights over it. In revising the plan the applicant had removed part of the hammer head but was not at liberty to do so.</p> <p>It was noted that views into and out from the Conservation Area, and from the footpath, would be a material consideration.</p> <p>Cllr Levett's clear memory was that after agreeing to build there before, Maidstone Borough Council made the clear decision that future further development would not be supported.</p> <p>It was agreed the Clerk should submit further comments and request that the matter be referred to the Planning Committee in the event that the Officer did not agree with the Parish Council submissions.</p> <p>ii) 18/502285/NMAMD The Gables Church Street Teston ME18 5AG Non Material Amendment Being Amendment of Condition 4 to Substitute Hedera Helix with Native or Near Native Plants Appropriate to the Street Scene Subject to 17/502779/FULL – The response submitted by the Clerk was ratified. No Objection</p> <p>iii) 18/502380/FULL Wateringbury Level Crossing, Bow Road, Wateringbury Relevant Demolition in a Conservation Area for the proposed upgrade of Network Rail's Wateringbury Level Crossing from a Manned Gated Hand Worked (MGHW) Level Crossing to a Manually Controlled Barrier(s) (MCB) type – Due 5th June 2018 It was noted that a separate application has been submitted for Farleigh Level Crossing. The Chairman was hoping to meet with Network Rail, with other local Parish Councils, on 4th June to discuss the full impact on the railway line to Maidstone West. MAIL JOHN WILSON.</p> <p>It was agreed that automation should be supported but consideration should be given to traffic light controls at East Farleigh in view of the frequent confrontations.</p>
18/022	* Maidstone Local Plan Issues, including Air Quality: Nothing to report.
18/023	<p>Tonbridge & Malling Local Plan: The Clerk had provided an update via her report. It was noted that a refined strategy had just been published. This included a reduction in dwellings at 'South Aylesford' from 3000 to 1000, with development concentrated to the east of Hermitage Lane, but with an 'area of opportunity' to the west of Hermitage Lane 'so that the development potential of this area can be revisited but only in the event that planned and funded strategic highway improvements come forward' (paragraph 1.3.32 of the TMBC's report going to the Planning Transportation Advisory Board on 5th June 2018).</p> <p>At Broadwater Farm (North of Kings Hill) the number of dwellings was reduced from 1000 to 900 with some alteration to the boundary and with a new access road onto the A228 near West Malling Station. Although the northern edge would come to the corner of The Heath/Well Street and move westwards along Pikey Lane, there was no proposed access onto or near Wateringbury Road.</p> <p>A further 65 dwellings were proposed for Kings Hill towards the western end of Teston Road at the edge of Cattering Wood.</p> <p>On the western side of East Malling Research, two areas were now included that were not in the original strategy. One of these developments – East Malling Parkside' - would be for 205 dwellings adjacent to New Road, East Malling opposite the playing fields with the potential for additional traffic to impact on Wateringbury Road and Malling Road.</p> <p>In terms of the Green Belt, it was now proposed that the Green Belt boundary should be moved eastwards to Wateringbury Road. This was noted with interest and it was felt that when the Maidstone Local Plan is reviewed the opportunity should be taken to raise Green Belt issues.</p>
18/024	* Assets of Community Value: The registration of Teston Village Hall would be actioned shortly.
18/025	* Walls and Fences: No further news.
18/026	Abbeyfield Development: The request for a meeting would be renewed.
18/027	Planning Committee Issues: It was noted that if a matter is to go to the Planning Committee this needs to be positively requested. It was agreed that in future the Clerk would request all opposed applications to go to the Planning Committee unless the Parish Council agreed otherwise.
18/028	Advertisements in Maidstone: Having consulted with Councillors, the Clerk had approached Maidstone Borough Council regarding a number of retrospective applications made in May 2008 for permission to place advertisements on various roundabouts within the Borough. It was felt that some of the sites were not well kept. No applications had been received regarding renewal. Maidstone Borough Council had agreed to investigate and formal letters had now been received for each case.
18/029	Maidstone Borough Council Community Infrastructure Levy Workshop – 20th June: Cllr Douglass would be attending.
	Highways and PROW

TESTON PARISH COUNCIL

18/030	<p>Highways Spreadsheet: A spreadsheet had been circulated. In particular the following matters were noted:</p> <p>i) The hedge at Teston Lane still had a considerable overhang. The Clerk was asked to contact the landowner again to enquire as to the outcome of his inspection;</p> <p>ii) There had been significant water run-off from the farm track, which it was understood was in the ownership of the Farm Shop. A polite letter would be sent to the Farm Shop, noting that the exceptional weather had highlighted that the drainage channel at the end of the track is not adequate, and the potential danger to traffic of stones and pebbles being washed out onto the carriageway.</p> <p>iii) The Livesey Street fingerpost had been damaged and the Teston finger was missing. A tree nearby had had significant work done to it and KCC had accepted responsibility for the tree. The Clerk would contact them about the damage.</p>
18/031	<p>Weeds in front of the War Memorial: The Clerk's action to have weeds removed in front of the War Memorial in view of the possible hazard on the pavement was ratified.</p>
18/032	<p>Signs, seats and litter bins: The Clerk would chase Maidstone Borough Council regarding installation.</p>
18/033	<p>Traffic Island on Tonbridge Road in the Vicinity of Ash Tree Corner: The response from KCC was considered. It was agreed that the matter should be pursued.</p> <p>Cllr Douglass reported that the speed of traffic on Tonbridge Road was getting worse.</p>
18/034	<p>Safety in and around Village Crossroads and Extending the Footpath 20-25 metres Northwards in Malling Road: It was agreed that a request be made to Kent Highways for a kerbed footway from Prospect heading north for about 20-25 metres towards the south of South Cottage.</p> <p>Discussion regarding safety at the crossroads was deferred to the next meeting.</p>
18/035	<p>Damaged Visibility Mirror at Teston Village Hall: No further news.</p>
18/036	<p>Hedge at Teston Lane: This was discussed under item 18/030 above.</p>
18/037	<p>* Teston Road: Nothing to report.</p>
18/038	<p>Speed Watch: The Chairman had spoken with a resident who is interested in getting involved with organising Speedwatch. It was expected that an article would appear in Tapestry shortly.</p>
18/039	<p>Medway Bridges: This would be party to the discussions with Network Rail</p>
	<p><u>Environment</u></p>
18/040	<p>Allotments:</p> <p>a) Regular Inspection Report from Cllr Douglass: There were a number of plots noted to be in need of attention. The Clerk would write to the tenants.</p> <p>b) Fencing and Hedges: The fencing was in hand. About 95% of the hawthorns planted had sprouted.</p> <p>c) Allotment Tenancy Renewals: These would be updated for GDPR.</p> <p>d) Water: Southeast Water were investigating whether records for the meter had been confused with allotments at Farleigh Lane as it had become apparent that they had the wrong postcode.</p>
18/041	<p>* Ambulance Sirens: This would be progressed shortly.</p>
18/042	<p>Teston's Trees and hedges, including:</p> <p>a) Infill Hedging Alongside the A26 Adjacent to the TLCT Woodland and Allotments: It was noted that this was complete.</p>
18/043	<p>* Malling Road Trees and Conservation Area Considerations: No further news.</p>
18/044	<p>* Teston Bridge Country Park: The applications relating to the ANPR camera and signage had been approved. A letter had been sent to the KCC Cabinet Member for Community and Regulatory Services regarding reinstatement of a permanent 'period of grace' notice (rather than a sticker) and regarding the position of the ANPR and whether it could mean vehicles performing U-turns in the entrance are at risk of being fined. A reply was awaited.</p>

TESTON PARISH COUNCIL

18/045	<p>Commemorating the 100th Anniversary of the End of WW1 – Beacon Lighting Event on 11.11.2018, Memorial Plaque, War Memorial Cleaning, and ordering of the Beacon within a budget of £2,500: An updated list of actions had been circulated.</p> <p>The Village Green is owned by the Village Green Trust. It was agreed that on behalf of the Village Green Trust the position of the beacon should be as described within planning application 18/502062/FULL.</p> <p>A resident had responded to the application and the Clerk had contacted the resident to discuss, explaining the consideration given to access and highway safety etc. It was felt that a railing around the post would increase the risk of the new feature being used for play. However, the Parish Council would consider a removable grille that could be put on the basket to prevent use as basket ball target. It was noted that there are already goalposts. The Clerk would submit comments to Maidstone Borough Council, noting that the beacon will be away from the road and will not interfere with the public right of way.</p> <p>The following matters were identified for action:</p> <ul style="list-style-type: none"> i) Insurance – Clerk to make enquiries; ii) Licensing – Clerk to investigate. iii) Memorial plaque and cleaning of the War Memorial – Clerk to check progress; iv) Bugler – Clerk to investigate; v) Tapestry article – Mr Astridge had drafted an article and would pass this to the Clerk; vi) Mock-up boards – Clerk to put on the next Agenda for a budget of up to £250 for 17 boards; vii) Watlington School involvement – The proposal was to invite students to prepare stories of their ancestors or relatives. This would be for the exhibition though it was accepted that this could raise the profile of the event and encourage interest in attending the beacon lighting which could cause some difficulties in terms of numbers. It was agreed that the beacon event should not be advertised widely beyond the village. viii) Mr Astridge’s book - Mr Astridge was willing to finance this. However, the Parish Council would consider at the next meeting whether it could underwrite the cost of the books in the event that they were not sold; ix) Light show – it was proposed to splay a light show on two properties in Church Street adjacent to the Rectory. Both owners were at ease with the plan. This had been trialled and was very effective; x) Beverages for the exhibition – this would be in the Church. At the next meeting the Parish Council would consider agreeing a budget of £150 for wine and soft drinks; xi) Lighting of the beacon – a person had been identified whose great grandfather had been the vicar of Teston. However, organisers and Councillors would give further thought to possible candidates. xii) Peal of bells – it was agreed that it would be nice if the bells were tolled; xiii) Bar and BBQ – The Clerk had spoken to Teston Club who were unable to provide an outside bar. It was suggested that the Village Hall could obtain a licence. However, it was noted that a licence would only be required if alcohol was to be sold. <p>It was felt that in view of the time of year an outside BBQ could prove problematic. It was suggested that the Parish Council could provide funding of up to £500 for food and drink. The Clerk and Chairman will research a lunch truck/food truck. Cllr Douglass would be willing to man a bar.</p> <ul style="list-style-type: none"> xiii) Blacksmith – the Chairman had visited the forge. Including the post and installation the cost would be c£2,500. As the Blacksmith already had commissions for other beacons it was felt there was a need to firm up proposals in order to keep the place in the queue while at the same time recognising that planning consent was outstanding. It was agreed that the Blacksmith would be asked to consider accepting a deposit of £250, refundable if the order is cancelled before the end of July otherwise it would be lost. xiv) Barrel of beer – The Chairman would approach Goachers and Shepherd Neame for a barrel. xv) The organising team would be meeting again on 14th June.
18/046	Litter and Fly-tipping: There were no issues to report.
18/047	Village Green/Village Hall Boundary: No further news.
18/048	Early Cutting of Daffodils: A resident had expressed concern and regret at the early mowing of the daffodils at the western end of Tonbridge Road. The Clerk was asked to check with Kent Highways what guidelines they issue to their mowing staff.
18/049	Marking Teston’s Northern Boundary: Deferred to next meeting.
18/050	* Play Area Equipment Matter, including:

Signed.....Chairman 24th July 2018

TESTON PARISH COUNCIL

	<p>i) Reports upon checks and repairs: It was agreed that the minor repairs could wait until the ROSPA inspection had taken place. Meanwhile the Clerk would investigate alternative contractors.</p> <p>ii) Inspection Rota: June – Cllr Mrs Wheat, July – Cllr Douglass, August – Cllr Miss Page</p>
	<u>Other</u>
18/051	Social Media, Data Back-Up and Document Retention: It was agreed that this item could now be removed from the Agenda. The Clerk would continue to report any issues.
18/052	Sorting and Storage of Historic Parish Council Papers: The situation regarding storage at the Village Hall was still being assessed.
18/053	Maidstone Borough Council Older Persons' Champion: It was agreed that the matter should be drawn to the attention of Cllr Miss Page.
	<u>Consultations – to consider responses</u>
18/054	i) Powers for Dealing with Unauthorised Development and Encampments – due 15th June 2018 https://www.gov.uk/government/consultations/powers-for-dealing-with-unauthorised-development-and-encampments The KALC co-ordinating team would be putting a response together.
	<u>ANY LATEST REPORT UPDATES FOR NOTING ONLY</u>
18/055	<p>A request had been received for the Parish Council to consider picnic benches on the Village Green near the swings. It was felt that these would cause issues with mowing and could be problematic</p> <p>A request for play equipment for toddlers was also considered. However, it was noted that there was extensive play equipment at the Country Park.</p> <p>Unofficial discussions regarding the possibility of a Maidstone Relief Road had come to light with a suggested route between Teston and Barming. This was noted.</p>
MEETING ADJOURNED TO RECEIVE THE FOLLOWING REPORTS	
	<p>i) Teston Village Stores CIC Matters</p> <ul style="list-style-type: none"> • Air conditioning: A leak had been repaired for £475 which the Village Hall was considering paying. • Stock take: This would take place at 5pm on Monday 4th June. • Insurance: This had been renewed. <p>ii) Teston Land Conservation Trust Matters</p> <ul style="list-style-type: none"> • Kissing Gate at Boathouse Meadow: This had been repaired. • It was not known at this point whether the cropping licence would continue. • Cllr Levett requested a key for the gate to Ripton Farm but this was not considered necessary.
MEETING RECONVENED	
B)	Public session: There were no members of the public present.
18/056	Confidential Items It was resolved that the press and public be excluded from the items 18/057 – 18/059 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	
18/057	* Enforcement issues: A reminder would be sent regarding an outstanding matter.
18/058	* Land Registration and Trees in Need of Protection: No further news.
18/059	* Preserving gap between Teston and Barming: The current position was noted.

Date of next regular meeting of the Council – 7.30p.m. on 24th July 2018 at Teston Village Hall

Clerk: Mrs Michelle Tatton
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Signed.....Chairman 24th July 2018