5/24

**MINUTES OF THE ORDINARY MEETING OF TEYNHAM PARISH COUNCIL HELD ON TUESDAY 12TH MARCH 2024 AT TEYNHAM COMMUNITY HALL, 89 STATION ROAD, TEYNHAM FOLLOWING THE ANNUAL PARISH MEETING.**

**Present:** Cllr Brodigan, Cllr Dixon, Cllr Mann, Cllr Saromi, Cllr Sharman, Cllr Tant, Cllr Townson (Chairman) Clerk Hayley Steel, SBC Bowen, SBC Speed.

**Absent:**

**1. Apologies for absence**

Cllr Simester, Cllr Barnett, Cllr Dunne and KCC Lehman.

**2. To confirm all registers of interests have been received and have been forwarded to the monitoring officer.**

None.

**3. Public session for 20 minutes to allow members of the public and councillors with prejudicial interests to speak on matters on the Agenda.**

**Items from the Public:** Request for a copy of the risk assessment for the community hall to be given to the WI; Light at the front porch of the community hall was very dim which meant it was hard to see the key safe; To note that the bus service mentioned in the previous minutes was 326 and 327 (not 3267).

A request to add Borough councillor update to future agendas.

SBC Bowen gave an update on vandalism at the Station to the Shelter, ticket machine and cars. It is also reported that a youth flashed a knife at **a member of the public in the Meadow play** **area**. Lower Road is to be closed to fix the Road that was not fixed properly last time. Swale Borough Council have agreed their budget for the year. The retrospective planning application for the Barbers in Teynham will be going to Swale Planning Committee. The Polling Station **normally located at the Lynsted School will be move** to the Black Lion Pub.

SBC Speed informed us that the **review of the Cellar Hill conservation area** is on hold and the conservation area may be extended. He spoke about the frontage of the Barbers being changed and not in keeping with it’s heritage.

He said the Swale Environment Committee want to remove the AQMA in London Road Teynham, but this will be discussed at a forthcoming meeting.

**4. Chairman’s Report**

# Item 4: Chairman’s Report

* **Antisocial** — There have been reports of antisocial behavior in the local area, including the Meadow; train station; allotments and cars in HBW.

6/24

* **Planning Updates** — Teynham PC has responded to the Frognal Place application and nominated the Roman finds as a Scheduled Monument. Highsted Park will be next major application to review.
* **Correspondence** — Responded to emails from a potential new resident, and an offer to take ownership of the Frognal Lane pump (to be added to future meeting)
* **Meetings** — Attended Teynham in Bloom, KALC Planning Conference and SBC Planning Updates
* **Presentation** — Attended SBC Update on Highsted Park.

**5. To approve the Minutes of the Ordinary Parish Council**

**meeting on 30th January 2024**.

It was moved by Cllr Townson, seconded by Cllr Tant and

**RESOLVED:** “That the minutes of the Ordinary Parish Council Meeting on 12th March 2024 be taken as a true record”.

**6. Matters Arising.**

* The Clerk was asked to progress the additional bank signatory.

**7. Report from PC Kirsten Holmes.**

None.

**8. Community**

Update: Concerns and Opportunities

This is a summary of current community concerns and opportunities.

* **GP** — Lack of local surgery; Cost and access to/from Sittingbourne/Faversham.
* **Antisocial** — incidents in the Meadow; train station; Allotments and HBW.
* **Planning** — There has been a lot of comments and discussion about Frognal Place; Scheduled Monument; Highsted Park and the former Barbers shop on London Road.
* **Community Opportunities** — Scouts, TiB and Village Hall are looking for volunteers.
* **Infrastructure** — Concerns include sewer (Frognal Lane); drains (Frognal Gardens); Conyer flooding and the state of railings on train station and railway bridge.
* **Rubbish/Litter** — Large amount of rubbish at the train station by platform.
* **Traffic** — Ongoing issues with planning of road works and congestion/delays.

**9. Amenities**

* 1. **Streetlights**
     1. Proposal: Conyer Road (unadopted)
* Streetlight near junction of Conyer Road and Lower Road is not working.
* The light is unadopted.
* We don’t think it’s a TPC light; KCC initially reluctant to take it on.
* Rich Lehmann has raised matter with KCC streetlights. KCC Streetlights are willing to take the streetlight on if we split the costs for repair.
* What are our views? What is the precedent?

7/24

It was moved by Cllr Townson, seconded by Cllr Tant and

**RESOLVED:** “That Teynham Parish Council would not adopt this Streetlight”.

* + 1. Update on Energy Contract plus latest proposal.

The Clerk is still trying to get information from Lumina with regards to someone taking our Streetlights on so we can have them on a fixed tariff. The matter has been escalated to the team leader for review.

**10. Community Hall**

10.1 Proposal to replace damaged fence at Community Hall £1,175.

It was moved by Cllr Tant, seconded by Cllr Mann and

**REOLVED:** “That the funds from the Community Hall Committee will pay to replace the fence at the Community Hall”.

**11. Planning**

* 1. Frognal Place
     1. Receive an update on Frognal Place including scheduled monument nomination.
* It’s not too late to respond to the planning application.
* Advise ward councilor (before planning committee): what are main 2 or 3 concerns with Frognal Place application.
* We have been asked to respond to three technical details.  
  (a) Type of fence for allotments  
  (b) Number of taps for allotments  
  (c) Seating area for allotments  
  **Proposal:** Ask amenities committee to consider and respond via the Clerk.
* It’s likely that this application will make the May planning committee.
  + 1. To receive an update on our request for archaeological CAT, to give Teynham a presentation on Roman mausoleum and Triton.

The Clerk to email Julian Moat to see if this can be arranged.

* 1. Highsted
     1. Note Extension request.

Noted.

* + 1. Update on Highsted planning applications.
* Significant lessons learned from Frognal Place planning permission, and the importance of influencing the S106 agreement.
  + S106 is not just about money.
  + S106 creates a legally binding contract that covers many items.
* Response to planning application required by early April.
* Planning Officer aiming for June planning meeting.
* Thank you to those who were able to attend the planning update online.

8/24

* Draft plan attached. Discuss and finalise plan.
* Drop-in-session will be an opportunity to gather community feedback.
  + 1. Proposal: Agree plan to respond to Highsted Park applications



It was moved by Cllr Townson, seconded by Cllr Dixon and

**RESOLVED:** “That Teynham Parish Council will respond to the Highsted Park Plannning Application”.

9/24

* + 1. Proposal: Authorise expenditure of up to £3K (figure expected to be less) covering items for community engagement and professional advice.

It was moved by Cllr Sharman, seconded by Cllr Mann and

**RESOLVED:** “That Teynham Parish Council authorise the expenditure of up to £3K (figure expected to be less) covering item for community engagement and professional advice.

* 1. Former Barber’s shop (Planning Application ref 24/500512/FULL

To note the PC objected to retrospective planning permission.

Noted.

**12. FINANCE & GP**

12.1 Payments since last meeting up to (30th February to 12th March)

Noted

12.2 Overview: To note costs against Spending Categories (monthly view)

Noted

12.3 Proposal: Outsource payroll (Recommendation from F&GP and KALC)

It was moved by Cllr Townson, seconded by Cllr Dixon and

**RESOLVED**: “That Teynham Parish Council will look at outsourcing the payroll to an outside company for the Clerk and the Groundsman”.

12.4 Note: Risks and Issues.

The summary of risks and issues document (risk register) would be shared after the meeting. Councillors were invited to review the document and offer any comments. The Chairman explained that the risk register needed to be updated at least once a year.

12.5 To note the following documents are in development.

Cash: Policy and Procedures; Training Policy; Guide to Teynham PC.

**13. Editorial – Note publication of Spring Edition of Teynham News**

Noted.

**14. HR**

14.1 Proposal: Update on Pension.

Cllr Townson provided a brief update on the request to set up a pension and explained that he is currently looking into this. Further details at the next full council.

14.2 Proposal: Authorise £960 for CiLCA Training Course for Clerk

10/24

It was moved by Cllr Mann, seconded by Cllr Dixon and

**RESOLVED:** “That Teynham Parish Council would pay £960 for the CiLCA Training course for the Clerk”.

**15. External**

Reports by representatives on outside organisations

a) TVHMC – nothing to report

b) KALC Swale Area Committee – nothing to report

**16. Advanced Notice of Items for the Agenda of the next Ordinary**

**Meeting.**

Send to Clerk.

**17. To note the following Meeting Dates.**

* Tuesday 16th April 2024 Ordinary Meeting
* Tuesday 21st May 2024 Annual Parish Council Meeting & Ordinary
* Tuesday 25th June 2024 Ordinary Meeting
* Tuesday 23rd July 2024 Ordinary Meeting
* Tuesday 17th September 2024 Ordinary Meeting
* Tuesday 29th October 2024 Ordinary Meeting
* Tuesday 10th December 2024 Budget/Precept & Ordinary Meeting

**18. Chairman’s Closing Remarks**

The Chairman thanked everyone for coming and the meeting closed at 9.55pm.