

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 3rd June 2019 at 8.05 p.m.

PRESENT: Councillors Bowden, Buller, Chapman, Forward, Lain-Rose, Langmaid, Miller, Perry, Rawlinson, Sharp, Spearink, Walsh and Riordan who was in the Chair.
Parish Clerk: Mr MJ Westwood

APOLOGIES: Councillors Symes and Thomas whose reasons for apology were accepted.

COUNCILLOR DECLARATIONS regarding items on the Agenda:

Changes to the Register of Interests – None declared.

Interests in Items on the Agenda – Chairman Riordan declared an interest in the item relating to the Heart of Kent Hospice Compassionate Neighbours Scheme. Councillor Perry declared an interest in items relating to Staplehurst Youth Group as a trustee of the charity and said he would not participate in any vote on the items.

Requests for Dispensation – Councillor Riordan requested and was granted a dispensation to participate in discussion and voting on the item related to the Heart of Kent Hospice Compassionate Neighbour Scheme in accordance with Section 33(2)(c) of the Localism Act 2011.

APPROVAL OF FULL COUNCIL MINUTES: Minute pages 1760-1764 of 13th May 2019 were APPROVED by Councillors, signed by Chairman Riordan and made available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>.

FINANCE REPORTS

1. Approval of Annual Return

- a. Section 1: Annual Governance Statement 2018/19. Proposed by Councillor Lain-Rose, seconded by Councillor Perry, it was RESOLVED to APPROVE completion of the statement with affirmative responses to questions 1-8 (question 9 not being applicable)
- b. Section 2: Accounting Statements 2018/19. Proposed by Councillor Lain-Rose, seconded by Councillor Perry, it was RESOLVED to APPROVE the statements as prepared and circulated by the Deputy Clerk & Finance Officer to whom thanks were extended.

2. Period for Exercise of Electors' Rights - In accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, proposed dates were from 17th June to 26th July 2019. Proposed by Councillor Lain-Rose, seconded by Councillor Perry, it was RESOLVED to APPROVE the period of 17th June to 26th July 2019 for the exercise of public rights.

3. Accounts for payment – for approval. Proposed by Councillor Sharp, seconded by Councillor Perry, the listed accounts for payment were APPROVED. Councillors Forward and Lain-Rose abstained. Expenditure for the period 1st April to 28th May totalled £23,789.50; income for the period totalled £153,067.00.

<u>Approved Payments 1st April - 28th May 2019</u>	Amount £
Citizens Advice Bureau - Annual Donation	300.00
Community Centre for Debt Advice - Annual Donation	200.00
Involve Kent - Annual Donation	75.00
Kent, Surrey & Sussex Air Ambulance - Annual Donation	250.00
Medway Valley Countryside Partnership - Annual Donation	50.00
Samaritans Maidstone & Weald - Annual Donation	100.00
Staplehurst Village Centre - Hall Hire April	84.00
Staplehurst Village Centre - Office Rental April	350.00

Bradley Hawkins - Wimpey Field Strimming & Tree Planting	60.00
Kent County Council - Rock Salt x10 bags	75.42
KALC - Annual Subscription	1,560.00
ACRK - Annual Subscription	100.00
Ecosan Ltd -Annual Fee Sanitary Unit Bell Lane Toilets	95.50
Staplehurst Community Events Group - SPC Fete Stalls x2	20.00
Staplehurst Youth Club - Youth Worker Project 1st Qtr	1,000.00
Jubilee Field Management Committee - 1/2 yr Maintenance	1,250.00
Homeleigh Timber - Tree Stakes Wimpey Field	12.17
Kent County Playing Fields Assoc - Annual Subscription	20.00
Lloyds Bank Charges - March	7.15
April Payroll & Pension Costs	5,085.75
KCC Commercial Services - Stationery	88.98
Paxman Services (UK) Ltd - Bell Lane Toilets Clean/Open Apr	695.49
Paxman Services (UK) Ltd - Bell Lane Toilet Sundries April	98.46
KALC - Publications Good Cllr Guide x 16	55.45
Cllr Travel Expenses	17.67
Staplehurst Free Church - Annual Donation	80.00
Staplehurst Parish Magazine - Annual Donation	75.00
Homeleigh Timber - Wimpey Field Bench Repair Parts	2.66
All Saints Staplehurst PCC - Churchyard Maintenance 2/3rds	5,055.33
Hugofox Ltd - Website SSL Certificate & Support	39.99
Monthly Bank Charges - April	6.50
KALC - Cllr Training	6.00
Cllr Reimbursement Wimpey Field Expenses	27.44
Staplehurst Community Event Group - Donation re Comm Picnic	300.00
Choice Support (mcch) - Planters April	391.62
WKPS - Annual Subscription	25.00
May Payroll & Pension Costs	5,171.70
123 Reg - Website Domain Renewal 2yr	23.98
Business Stream - Surrenden Pavilion Waste Water 1/2 yr	42.54
MBC - Council Tax Room 1 April	64.75
MBC - Council Tax Rooms 2-3 April	72.95
E-on - Street Light Energy March	54.77
Countrystyle Recycling - Waste Collection March	62.98
MBC - Council Tax Room 1 May	61.00
MBC - Council Tax Room 2-3 May	71.00
SSE - Bell Lane Toilet Electricity Feb-May	64.64
E-on - Street Light Energy April	53.00
BT Broadband & Phone Chgs - May to Jly	249.06
Countrystyle Recycling - Waste Collection April	62.98
SSE - Surrenden Pavilion Energy Jan-Apr	41.12
TOTAL CURRENT ACCOUNT EXPENDITURE	23,757.05
TOTAL PETTY CASH EXPENDITURE	32.45

4. Summation of Accounts – for noting. NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.

5. CCTV Maintenance – Proposal to fund expenditure on camera repair (for approval). Councillors NOTED that the Clerk was pursuing enquiries to resolve a transmission problem with the CCTV camera at The Parade. Noting that indicative costs for cherry-picker, engineer and repair work on a previous occasion had been ascertained as £1,500, proposed by Councillor Lain-Rose, seconded by Councillor Forward, Councillors AGREED to approve expenditure up to this sum for the necessary work. It was further AGREED that Community Enhancement Group should undertake a review of the Parish Council's CCTV provision strategy and that Finance & Strategy Group should review the budget implications. It was NOTED that the police made use of camera recordings but did not support camera provision either operationally or financially.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. Donations – Expressions of thanks from various recipients. Councillors NOTED the expressions of thanks received from Staplehurst Parish Magazine; Community Centre for Debt Advice; Kent, Surrey & Sussex Air Ambulance; Citizens Advice Maidstone; Involve Maidstone.
2. Heart of Kent Hospice Compassionate Neighbours Scheme – Invitation to take part in a pilot of the scheme. RESOLVED: confirm to Heart of Kent Hospice the Parish Council's interest in Staplehurst being considered for the pilot scheme.
3. Staplehurst Fete – Arrangements for Parish Council Stall at Fete on 29/06/19. Councillors stated their periods of availability for the Parish Council stall, which were noted by the Clerk. Councillor Buller said that the Wimpey Field display currently at the library would be available and that Neighbourhood Watch would participate on the stall.
4. Staplehurst Scouts AGM – Invitation to attend AGM on 11/06/19. Councillors Riordan, Perry, Lain-Rose and Spearink said they planned to attend.
5. VE Day 75 – Correspondence from Pageantmaster relating to planned activities and how local communities can become involved. Councillors Sharp and Spearink said they would make enquiries to gauge interest in marking the weekend of the 75th anniversary of VE Day (08/05/20) with a community event. Councillor Bowden said he would speak to the bell-ringers group.
6. Parish Council Surgery – (i) Oral report of surgery 25/05/19 – Councillor Perry reported that the surgery had been quiet. (ii) Appointment of representative at next surgery – date changed from 29/06/19 to 22/06/19, Councillor Bowden to attend with Councillor Perry.
7. Weald of Kent Protection Society – Invitation to Annual General Meeting 13/06/19. Councillors Lain-Rose and Buller said they would attend.

PARISH COUNCIL REPORTS (from Committee/Groups/Office on specific issues or as regular update)

1. Clerk's Report – the Clerk reported on meetings held with community partners, residents, consultants and landowners; office staff had assisted Medway Valley Countryside Partnership in the setting up and clearing up of the Wimpey Field Bioblitz which had been very successful; arrangements had begun for holding this year's Remembrance Day parade; proposals for new Parish Council e-mails were being drawn up; the Jubilee Field Management Committee had given permission for a Boot Fair on 7th July; the caretaker had cleaned the Nicholson Walk gate and cleared some overgrown vegetation, repaired a damaged bench at Wimpey Field and removed a tree stump from Bell Lane Pond; residents continued to make complaints about construction mess and out of hours activity at sites on Marden Road and Headcorn Road; MBC was attending to a fallen tree at Poyntell Pond.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - 2.1. Community Enhancement Group – Minutes of meeting 20/05/19. The minutes were noted and posted at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/community--leisure-group/>. Recommendations: Section 7 – approve use of a donations box at Bioblitz events at Wimpey Field – this was NOT agreed; Section 8 –

approve expenditure of £680 on Jubilee Field Emergency Lighting – Proposed by Councillor Lain-Rose, seconded by Councillor Forward, it was RESOLVED to accept the quotation of £680 from County Fire Protection [Chairman Riordan and Cllr Perry declared interests in this item: Chairman Riordan absented himself from the meeting and Councillor Perry took the chair but did not participate in the discussion or vote]; Section 12.1 - approve the proposed Youth Club Management and Maintenance Agreement – proposed by Councillor Lain-Rose, seconded by Councillor Sharp, it was RESOLVED to approve the proposed agreement subject to the deletion of the words 'in the manner set out in the Maintenance Agreement' from section 5.2; Section 13 – write to Sainsbury's CEO and Staplehurst's MP about Sainsbury's sites in Staplehurst – proposed by Councillor Lain-Rose, seconded by Councillor Sharp, it was RESOLVED that the Chairman should write to the CEO of Sainsbury's and Helen Grant MP; Councillors agreed to discuss further action following despatch of the letter.

- 2.2. Neighbourhood Plan Review Group – Minutes of meeting 17/04/19 (for noting) <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/neighbourhood-plan-review-group/>. Recommendation that Full Council lobbies the police, KCC and MBC to support enforcement against pavement parking (item 16 of minutes). Deferred from 13/05/19. Chairman Riordan said that he had received information from the MBC Parking Services Manager about action that MBC had taken and that he planned to meet him and the Enforcement Contracts Manager. Councillor Chapman said that he and Borough Councillor Brice had discussed parking issues in a meeting with police representatives and that action was planned. It was AGREED that the Chairman should write to the identified parties to support enforcement action.
3. Oral Reports from Committee/Groups/Councillors – for information only.
 - 3.1. Delivery of Annual Report and Fete Programme – Councillor Buller thanked councillors who had helped to deliver the annual report, fete programme and other leaflets. She asked the Clerk to write a letter of thanks to Mrs Pat Sherlock. She said that a different approach to delivery would be considered next year because the delivery loads were becoming too heavy.
 - 3.2. Jubilee Field – Chairman Riordan said that Staplehurst Monarchs had held an awards event at Jubilee Field. He reported that a plumbing leak had been repaired and an expansion tank replaced in the pavilion.
 - 3.3. Community Payback – Chairman Riordan said that he was arranging a meeting with the new Community Payback coordinator, in which the Parish Office would be involved.

REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS for noting: -

1. Borough Councillor's Report – Councillor Perry said that he was again leader of the Conservative group at MBC and was vice-chairman of the Policy and Resources Committee. He reported that MBC was looking into why a series of recent planning appeals relating to gypsy and traveller sites had been lost.
2. Kent Association of Local Councils – Minutes of Maidstone Area Committee Meeting 15/04/19 <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>. (Deferred from 13/05/19). NOTED by Councillors.
3. Police Report – PCSO's report on crime in Staplehurst during April (deferred from 13/05/19). NOTED by Councillors.

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

1. Staplehurst Youth Group – Report of meeting 23/05/19 (SL-R) <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>. NOTED by Councillors.

URGENT MATTERS (at Chairman's discretion, information only items for noting or for decision at a future meeting)

None.

Chairman.....

PUBLIC FORUM: Before the meeting the Chair of NPRG advised that the Group would be requesting the PC to consent to NPRG meetings being held at Staplehurst Youth Club to accommodate the larger group and provide ground floor access. After the meeting a resident asked the Parish Council to procure from MBC more 'Dog Mess' notices for display in the village.

Proceedings finished at 10.00pm.