

Staplehurst Parish Council

Minutes – 26th September 2022

All stood and observed a one-minute silence in memory of Queen Elizabeth II

Present: Councillors Riordan, Buller, Sharp, Davidson-Houston, McPhee, McLaughlin, Clifton, Perry and Hotson.

Also present The Clerk

Reports from County and Borough Councillors

Cllr Perry updated the Parish Council on Maidstone Borough Council issues; Budget 2023/24 - currently reviewing all finances and can we do things better, income generation and cost saving.

Local Plan inspection deferred until November 2022 – will forward dates

Parish Boundary Review – led by MBC will commence soon – arguing for Staplehurst Parish boundary to stay the same

Gave Cllr Brice's apologies

Co-option of Parish Councillors

Mrs Farragher introduced herself and following a debate was co-opted onto Staplehurst Parish Council.

Mr Eerdeken's introduced himself and following a debate was co-opted onto Staplehurst Parish Council.

Both new Councillors joined the meeting but abstained from voting as they were not fully informed of the items on the agenda.

1. **APOLOGIES** were received and accepted from Cllr Castro and McClean
2. **COUNCILLOR DECLARATIONS** regarding items on the Agenda:
 - 2.1. Declarations of changes to the Register of Interests - NA
 - 2.2. Declarations of Interest in Items on the Agenda - NA
 - 2.3. Requests for Dispensation - NA
3. **APPROVAL OF FULL COUNCIL MINUTES** Pages 2029 – 2032 of 5th September 2022 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk) were proposed, seconded and approved by majority 8 for and 4 abstained then signed by Councillor Riordan.
4. **FINANCE REPORTS**
 - 4.1. Accounts for Payment – were proposed, seconded and agreed by a majority 9 for and 2 abstained.

Signed by Chairman.....Date.....

STAPLEHURST PARISH COUNCIL

<u>Approved Payments 1st September - 21st September 2022</u>	Amount
KCS - Photocopier underpayment on 22/6/2022	17.66
PPL PRS Ltd Youth Club Music Licence	321.02
PKF Littlejohn - AGAR Year Ended 31st March 2022	720.00
HugoFox -Silver Subscription	23.99
Hire of Meeting Halls	127.50
Staplehurst Community Centre - Hire of Meeting Hall	420.00
Staplehurst Community Centre - Rental of Offices	1400.00
Homeleigh - Youth Club	9.98
Homeleigh - Youth Club Maintenance	27.20
Homeleigh- Youth Club Maintenance	47.03
Homeleigh - Fence Paint Parade	17.14
Homeleigh - Geotextile 2M X 25M	47.99
Homeleigh - Gloves for Village Clean Up	10.69
Paxman Services - Bell Lane Toilets Cleaning	803.26
Paxman Services - Bell Lane Toilets Sundries	94.74
Choice Support Village Planters 1/8/22 to 31/8/22	410.80
Paxman Printing - Village Annual Report	1242.20
Polybags - Caretaker	49.15
Staff Locum Salaries	2049.36
Staff Travel	34.15
Bulb - Youth Club Electricity	51.41
Bouygues - Jubilee Field Car Park	133.88
Countrystyle Recycling - Waste	69.84
KCS Procurement - Photocopier Rental 01/10/22 - 31/12/22	105.98
HMRC - Tax & NI May & June plus Interest	1612.17
MBC - Council Tax Parish Office	72.00
MBC - Council Tax Parish Office	62.00
Sage Global Services - Payroll Software	8.40
Bell Lane Toilets - Water and Sewage rates	40.72
Opus Energy - Surrenden Pavilion Energy	34.27
Opus Energy - Parish Office Energy	95.94
Opus Energy - Bell Lane Toilets Energy	26.62
Lloyds Bank Charges	7.00
Sevenoaks DC - Jubilee Field Licence	21.00
Reef Environment Solutions - Confidential Shredding	144.00
Arron Services - Computer Support	214.32
TOTAL CURRENT ACCOUNT EXPENDITURE	10,573.41

TOTAL PETTY CASH EXPENDITURE 0.00

4.2. Bank reconciliation – noted.

Signed by Chairman.....Date.....

5. CLERKS REPORT ON OUTSTANDING MATTERS –

The Clerk updated Council that

The contractor for Bell Lane has dropped out so will need a new contractor to repair the door frame

Cllr Hotson has reviewed the Transport South East Strategic Investment Plan and completed the online survey with the Clerk Some key points were long term aspirations such as Maidstone South By-pass and active travel routes.

Await refined Transport South East Strategic Investment Plan in due course

6. PROPOSALS FOR DISCUSSION and DECISION

6.1 **Christmas Social evening** – Following a debate it was proposed, seconded and agreed by a majority 9 for and 2 abstained

Motion: To hold a Christmas Social evening for volunteers 12th December 2022

6.2 **Cllr Davidson-Houston appointments** – Following a debate it was proposed, seconded and agreed by a majority 8 for and 3 abstained

Motion: To approve the appointment of Cllr Davidson-Houston to:

- Planning Committee
- Neighbourhood Plan Review Group
- Staplehurst Emergency Help Team

6.3 **Village Clean Up** – Following a debate it was proposed, seconded and agreed by a majority 9 for and 2 abstained

Motion: To agree revised date for Village Clean Up 22nd October 2022

6.4 **Tar Pits Chimneys**– Following a debate it was proposed, seconded and agreed by a majority 9 for and 2 abstained

Motion: Write to landowner to safeguard the Tar Pit Chimneys

7. CORRESPONDENCE & PARISH ISSUES for noting: -

7.1 UK Power confirming Ilke Homes can connect to National Grid

7.2 A resident concerned about delivery of S106 conditions at "Bovis estate" off Headcorn Road and following a debate it was agreed that the Clerk should write to Bovis, Redrow and MBC planning regarding delivery of S106 conditions in a timely manner

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

8.1. Chairmans Report – Oral report by Cllr Riordan

- Thanked the staff for support with London Bridge – which went well.
- Attending a Police Cluster meeting – if any Cllrs have issues please raise and take to meeting
- Sainsbury Shuttle Bus meeting was positive and new meeting end of October to look at a refined more effective service
- We have a supply of trees for planting at the back of Jubilee Field – option of getting the scouts / guide involved in planting
- Community Payback – returning late October
- Request to MBC for CIL funding, decisions in October 2022 – await news
- Request for Merit Awards by end of October 2022 so can arrange for the 12th December 2022 Christmas Social
- Note training opportunities that are circulated and take advantage
- Budget setting 2023/24 – can all the groups consider a programme of works and estimates and send through to the office by end of October 2022 – discuss at their next meetings

Signed by Chairman.....Date.....

- VAT – good meeting with VAT Consultants and aiming for a report end of October 2022 – opportunity for Q and A and then feed into Budget setting process.

8.2. Written reports on Committee, Group and Project activities - for noting.

Scenic– 21st July 2022– Cllr Sharp focus on; Bike racks at parade – one of each style under the stairwells.

Disabled loo – progress with agreements Cllr Sharp seeking quote to make good and clean
Change of name to Staplehurst Community Enhancement and New Ideas Committee (SCENIC)

Jubilee Field Management Committee – Cllr McLaughlin next meeting 27th September 2022

Road Safety Group – 28th July 2022 Cllr Sharp trying to arrange meeting on HIP and deliver the SIDS

Communications Group – 28th July 2022 Cllr Riordan – Focus at last meeting on Annual Report Logo work progressing and will report back.

Staplehurst Emergency Help Team 18th August 2022 currently being reviewed

Greener Group – 22nd August 2022 - Cllr McPhee progressing greener issues such as bulb planting

9. REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

10. URGENT MATTERS- at the discretion of the Chairman, information only items for noting or for decision at a future meeting

11. Special Motion

11.1. To move that the public be excluded from item 11.2 due to its confidential nature.

11.2. Update on staffing matters– Following a debate it was proposed, seconded and agreed to continue to support staff by majority 9 for and 2 abstained

11.3 Council Insurance Council Insurance – Following a debate it was noted that all companies were sent the same, up to date information. That all were respected providers and that the Council could appoint any off them with confidence. It was proposed, seconded and agreed by majority 9 for and 2 abstained to amended the motion to:

Motion: To delegate to the Clerk in consultation with the Chairman to finalise and approve the Council's insurance provider for the next three years by 1st October 2022

These minutes are not verbatim but a summary of the discussions.

Signed by Chairman.....Date.....