

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
South Hall, Village Centre
Monday 25th April 2022 at 7.30p.m.

PRESENT:

Councillors Buller, Castro, Clifton, Lain-Rose, Hotson, McLaughlin, McLean, McPhee, Perry, Sharp, Spearink, Riordan who was in the Chair and Parish Clerk, Miss A Smith.

1. APOLOGIES:

Apologies were received and noted from Councillor Bowden and Councillor Skinner for health reasons.

2. COUNCILLOR DECLARATIONS regarding items on the agenda:

- 2.1. Declarations of Changes to the Register of Interests – None declared.
- 2.2. Declarations of Interest in Items on the Agenda – Councillor Lain-Rose declared an interest in items 4.5 and 5.1. due to his employment by KCC.
- 2.3. Requests for Dispensation. None requested.

3. APPROVAL OF FULL COUNCIL MINUTES

- 3.1. Pages 1987 – 1991 of 4th April 2022 available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. It was RESOLVED to APPROVE the minutes which were signed by Councillor Riordan.

4. FINANCE REPORTS & PROPOSALS

- 4.1. Accounts for Payment – for approval.

It was RESOLVED that the listed accounts for payment were APPROVED. Expenditure for the period 29th March 2022 to 20th April 2022 totalled £2,430.67; income for the period totalled £223,512.51.

<u>Approved Payments 29th March - 31st March 2022</u>	Amount
Countrystyle Recycling	64.80
NEST Pensions	730.98
Working from Home Allowances	78.00
Total Current Account Expenditure	873.78

TOTAL PETTY CASH EXPENDITURE 0.00

<u>Approved Payments 1st April - 20th April 2021</u>	Amount
Arron Services	214.32
MBC NNDR	65.75
MBC NNDR	75.55
Paxman Services	870.94
Sage Global Services - Payroll software	8.40
RBLI - Jubilee Lamp Post Signs	115.59
Business Stream - Bell Lane Toilets, Water	44.26
Opus Energy - Electricity Parish Office March	160.93
TOTAL CURRENT ACCOUNT EXPENDITURE	1,555.74

TOTAL PETTY CASH EXPENDITURE 1.15

Chairman's initials

4.2. To approve setting up a new deposit bank account

Councillors RESOLVED to APPROVE the Clerk to set up a new instant access deposit account that is protected by the Financial Services Compensation Scheme and for £85,000 to be transferred into the account.

4.3. Next quarter payments and annual subscription renewals

Councillors RESOLVED to APPROVE the following next quarter payments and annual subscriptions; GDPR-Info Ltd as Data Protection Officer £350.00; Hugo Fox as Website provider £33.33 per mth; Norton Internet Security £168.00; BT Broadband & Telephone £665.40 p.a. for a 2 year contract; Sevenoaks District Council re Jubilee Field Premises Licence £180.00; Arron Services Ltd re Hosted Exchange Service £2,143.20; ICO Data Protection Registration re Data protection Licence £40.00; Contrast Garden Maintenance re Chestnut Avenue/A229 Hedge cutting £200.00; Contrast Garden Maintenance re mowing and strimming at Wimpey Field £1,200.00 and to pay annual subscriptions to KALC £1655.00, Parish Online Data Mapping approx. £144.00, ALCC approx. £90.00 and SLCC approx. £528.00. All figures are ex VAT where applicable.

4.4. Purchase of Lateral Flow Tests

Councillors RESOLVED by majority to REJECT the proposal for the Parish Council to purchase lateral flow tests for Councillors and staff.

4.5. Youth Club Various purchases

4.5.1. It was RESOLVED to APPROVE the purchase of a shed to the value of £900 + VAT to be erected as per the plan submitted on a temporary basis, subject to full approval being received before purchase and installation from KCC as landlord and confirmation from Forestry First that they will still be able to access the site to complete their works.

4.5.2. It was RESOLVED to APPROVE the purchase external wood paint to the value of £120.00 + VAT to repaint the external fasciae of the Youth Club and the work to be completed by the Community Payback Team.

5. CORRESPONDENCE AND PARISH ISSUES

5.1. Request to install a shed on Youth Club land by Staplehurst Shed

Councillors RESOLVED to APPROVE the installation of a temporary shed by Staplehurst Shed on land by the Youth Club, as per the plan submitted, subject to a memorandum of agreement of use being agreed in advance of construction, acceptance of the terms as stipulated by KCC and confirmation from Forestry First that they will still be able to access the site to complete their works.

5.2. Donation to Kent Victim Support

Councillors RESOLVED to APPROVE a donation of £50 for Kent Victim Support

5.3. Summer Play Scheme

Councillors noted the oral and written reports by Councillor Buller and the Clerk regarding the plans for the Summer Play Scheme 2022. Councillors RESOLVED to APPROVE the scheme take place as proposed between the 1st and 19th August inclusive and that this year's fees be maintained at the 2021 rates; i.e., £5.00 per child per session pre booked before the 21st July and £6.00 per child per session thereafter and on the day.

5.4. Girl Guides Jubilee Camp Fire

Councillors RESOLVED to APPROVE the Girl Guides use of Jubilee Field for the Jubilee Camp Fire on either the 3rd, 10th or 17th June between 7pm – 9pm.

6. PARISH COUNCIL REPORTS

6.1. Clerks Report

The Clerk updated Councillors regarding a recent donation to the Staplehurst Society of a WWI Roll of Honour picture. Staplehurst Society had requested Councillors ideas on where the picture should be hung. Councillors suggested that it should be put in the St George's Chapel at the All Saints Church, but perhaps whilst permission is being sought from the Arch Bishop, that they consider approaching the school to display it as an educational aid. The Clerk advised Councillors that there was a need to temporarily change the Premises Site Supervisor on the Premises Licence for Surrenden Park for the purposes of the Staplehurst Community Events Group (SCEG) 'Jubilee Picnic in the Park'. They had put proposed Jack Balfour-Lynn who was a licensee from the Balfour Winery and who would be running the bar at the event. She confirmed that SCEG would pay the small administrative fee. Councillors confirmed that this would be acceptable.

6.2. Written reports on Committee, Group and Project Activities

6.3. Neighbourhood Plan Review Group

6.3.1. Councillors NOTED the report of the meeting of the 30th March 2022 and RESOLVED to APPROVE the recommended revisions as presented for sessions VH1 and objectives O8 and O9.

6.3.2. Councillors RESOLVED to APPROVE the recommended revisions to the Neighbourhood Plan as presented for objectives O1 to O7.

6.3.3. Councillors RESOLVED to APPROVE that the Community Enhancement Group look at the requirements for provision of cycle racks at the Parade.

6.4. Temporary Youth Club Working Group

Councillors NOTED the report of the meeting of the 5th April.

6.5. Communications Group

6.5.1. Councillors NOTED the report of the meeting of the 31st March 2022.

6.5.2. Following a detailed discussion and advice from the Clerk that legally no one Councillor can be delegated authority to make decisions, this item was deferred for further consideration.

6.6. Oral Reports from Committee/Groups/Councillors – for information only

6.6.1. Chair's Report

The Chair commented that the village clean-up had been very successful. He reported that he was pleased that the remaining funds from the COVID-19 grants from MBC had been given approval to be transferred for use to help re-open the Youth Club building and group. The Chair reported that due to increased material costs that the cost of the tarmac for the new path in Surrenden Field had risen by £400, but that the Clerk in conjunction with the Chair had approved this overspend in order to keep the project on target. Further delay would have incurred higher costs. He commented that the planters around the village were looking fabulous. He confirmed that he would resend the group meeting schedule for the year for Chairs of groups to ensure that dates were all collated to prevent conflict of meetings. The Clerk requested that all Chairs confirm which resident members of the groups wanted to remain members of the groups for the proceeding year and to confirm back to her in preparation for the annual meeting. The Chair reminded Councillors of the Annual Parish Meeting to be held at the school on the 18th May; that there was a Borough Cluster meeting the next day and to report any items they wanted raising and of the Family Fun Day being run by the Football Clubs at the

Jubilee Field on the 11th June. Finally, the Chair updated Councillors that the delay in publicising the Sainsbury's Shuttle Bus route was down to inaccurate publicity material being provided by the PR Company. Following discussion on the issues with this Councillors agreed that a meeting should be called with Sainsbury's to rediscuss the routes. The Chair agreed to take this matter forward.

7. REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS

The Chairman closed the meeting temporarily to allow the next item.

- 7.1. Borough Councillors Report – Oral reports by Councillor Perry & Councillor Brice. Councillor Perry reminded Councillors that the Borough was in Purdah which meant that business was now limited until after the elections, however he confirmed that the Planning Committee was still meeting due to the legal time frames for dealing with planning matters. He confirmed that MBC was now in receipt of a further £400,000 from the Government in addition to the £150 Council Tax rebate for band A -D properties and they were now considering how to distribute this. He also reminded Councillors that after the elections the new governance arrangements for MBC would be implemented.

The Chairman reopened the meeting.

- 7.3. Police Report – Councillors noted the March report

8. REPORTS FROM LOCAL COMMUNITY GROUPS

- 8.1. Jubilee Field Management Committee
Councillors noted the minutes from the meeting of the 12th April 2022.

9. URGENT MATTERS

None.

Proposed by Councillor Riordan, seconded by Councillor Buller it was agreed to suspend standing order 3.24, to allow a further 10 minutes to complete business.

10. SPECIAL MOTION

- 10.1. Councillors RESOLVED to APPROVE that the public be excluded from item 10.2 due to its confidential nature.
- 10.2. Councillors RESOLVED to APPROVE the appointment of Mrs Sandra Rackett as locum RFO and agreed the terms of her engagement.
- 10.3. Councillors RESOLVED to APPROVE the award of two certificates of appreciation for local residents retiring from their voluntary roles, and that these would be presented at the Annual Parish Meeting.

Chairman.....

PUBLIC FORUM

Two residents attended, one resident spoke about the newly installed CCTV camera in Surrenden Playing Field and Councillors agreed to review the light and positioning.

Meeting closed at 9.40pm