

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
South Hall, Village Centre
Monday 8th November at 7.30p.m.

PRESENT:

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

1. APOLOGIES:

None received.

Councillor Lain-Rose joined the meeting during item 2.

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 Buller declared an interest in item 4.4 and advised that she would not take part in the item. Councillor Lain-Rose declared an interest in item 4.5, as he is a member of Helen Grant MP's working party, and Councillor Hotson declared an interest in item 8.1 as Chair of the Staplehurst Monarch's Junior Football Club.
- 2.3. Requests for Dispensation. Councillor Lain-Rose requested and was granted a dispensation to participate in discussion and voting on item 4.5. in accordance with Section 33(2)(c) of the Localism Act 2011. Councillor Hotson requested and was granted a dispensation to participate in discussion and voting on item 8.1. in accordance with Section 33(2)(c) of the Localism Act 2011.

3. APPROVAL OF FULL COUNCIL MINUTES

- 3.1. Pages 1949 – 1954 of 18th October 2021 available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. Proposed by Councillor McPhee, seconded by Councillor Sharp, it was RESOLVED to APPROVE the minutes which were signed by Chairman Riordan.

4. FINANCE REPORTS & PROPOSALS

- 4.1. Accounts for Payment – for approval.
Proposed by Councillor Buller, seconded by Councillor Smith, the listed accounts for payment were APPROVED. Expenditure for the period 13th October 2021 to 2nd November 2021 totalled £17,015.63; income for the period was £12,730.95.

<u>Approved Payments 13th October - 2nd November 2021</u>	Amount
JFMC - Maintenance Payment 2/2	1,250.00
Staff WFH Allowance September	26.00
Tim Thomas - Donation The Heart of Headcorn Project	250.00
Maidstone Borough Council - Street Nameplates	961.25
Kent County Council - MVCP Bioblitz Wimpey Field	350.00
Forestry First Ltd - Annual Mowing A229/Chestnut Avenue	720.00
Forestry First Ltd - Annual Mowing Youth Club	480.00
Forestry First Ltd - Annual Hedge Cutting Youth Club	360.00
Homeleigh Timber - Litter Bin Fixings The Parade (WBF)	51.00
HMRC - Tax & NI September	2,795.29
Bradley Hawkins - Chestnut Ave/A229 Hedge Cutting	195.00

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Payroll & Pension Costs October	6,069.51
RBL Poppy Appeal - Poppy Wreath Donation	100.00
Cllr Reimbursement Community Payback Refreshments Jubilee Field	47.84
Cllr Reimbursement Community Payback Refreshments Youth Club	61.30
Forestry First Ltd - Annual Hedge Cutting Surrenden Field	1,752.00
Play Place Ltd - 2021 Operational Deficit	875.00
A P Williams Buidling Contractors - Repair Parade Litter Bin	295.00
Hugofox Ltd - Silver Subscription November	23.99
Adobe - Subscription October	15.17
Amazon - Memory Sticks	18.69
Amazon - Face Masks	6.59
MBC - Council Tax Room 1 November	62.00
MBC - Council Tax Room 2-3 November	72.00
Lloyds Bank - Service Charges October	7.00
Arron Services Ltd - Hosted Exchange Services Nov	171.00
TOTAL CURRENT ACCOUNT EXPENDITURE	17,015.63

TOTAL PETTY CASH EXPENDITURE

0.00

4.2. Summation of Accounts – for noting

NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.

4.3. Report from the Finance and Strategy Group from 20th Oct 2021

NOTED by Councillors and published at [- Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/)

4.3.1. Proposed by Councillor Sharp, seconded by Councillor Castro, it was RESOLVED to APPROVE the appointment of GRS Arboricultural Consultant to undertake the annual walk over condition survey of all trees on land owned by the Parish Council at a cost of £300 + VAT.

4.3.2. Proposed by Councillor Sharp, seconded by Councillor Smith it was RESOLVED to APPROVE the next quarter renewal of annual contracts as follows:- Countrystyle Group re waste collection £702.00 p.a., Staplehurst Community Centre re lease of parish offices £4,680 p.a., Playplace Ltd re summer play scheme £2,250.00, Staplehurst PCC re donation towards Churchyard maintenance £7,644.00 p.a., Staplehurst Community Centre re Meeting Hall hire £1,147.50 p.a., Paxman Services Ltd re Bell Lane Toilet unlocking £1,037.40 p.a., Cleaning/opening £6,331.00 p.a. and Paxman Printing re the Village Update and Annual Report £1,955.80 p.a.

4.4. Donation to Free Church

Proposed by Councillor Lain-Rose, seconded by Councillor Sharp it was RESOLVED to APPROVE the donation of £100 to Staplehurst Free Church for the use of the Church for the Christmas Volunteer Thank You Celebration. Councillor Buller did not participate or vote on this item.

4.5. High Weald Academy Judicial Review

Councillor Riordan updated Councillors briefly on the meeting held with the CEO and CFO of Leigh Academies Trust. After some discussion, proposed by Councillor Buller, seconded by Councillor Sharp it was RESOLVED to APPROVE by majority a donation of £435 to the fund towards the legal costs of the first stage of applying for a Judicial Review on the closure of the High Weald Academy as established by Helen Grant, MP.

4.6. Christmas lights and decorations at the Parade

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Proposed by Councillor Lain Rose, seconded by Councillor Sharp, it was RESOLVED to APPROVE expenditure of up to £150 for some Christmas lights for use as a display at the Parade shopping area for Christmas. Councillor Riordan confirmed that the remaining lights needed could be borrowed from the Staplehurst Community Events Group and that a Christmas tree was being donated by a local business.

A number of residents connected with Staplehurst Monarch's Youth Football Club had joined the meeting and the Chair decided to bring forward item 8.2 on the agenda to allow the matter to be discussed whilst the residents were present.

8.2 Provision of a 3G pitch at Jubilee Field

Councillor Riordan introduced the item and explained the rationale for seeking approval in principle to explore the feasibility of the provision of a 3G all weather pitch at Jubilee Field. He explained the FSIF and the FA required the Council as the land owners to give permission in principle to enable the proposal to move forward. Members of the Staplehurst Monarch's Youth Football Club were invited to speak about the benefits of the proposal and to answer questions. After some discussion, proposed by Councillor Lain-Rose, seconded by Councillor Spearink, Councillors RESOLVED to APPROVE to give agreement in principle to allow a detailed proposal and funding arrangements to be prepared. It was confirmed that all proposals, legal agreements and funding applications be presented to Council prior to any formal agreement being granted to progress the installation of such facilities.

5. **CORRESPONDENCE AND PARISH ISSUES**

5.1. Draft Licence for Alteration (Minor Works) Surrenden Playing Field

Councillors raised a concern that in paragraph 1.1 the words of the agreement in the line marked "Works" did not accurately reflect the works planned. Proposed by Councillor Lain-Rose, seconded by Councillor Bowden it was RESOLVED to APPROVE the Licence subject to the Clerk being delegated authority to use her judgement to resolve the concerns in the said sentence.

5.2. Maidstone Borough Local Plan Review Regulation 19 Consultation

There was much lively discussion about the proposed plan under consideration in respect of its potential impact on future development within the Parish. Councillors agreed that Councillor Buller should co-ordinate a response for consideration by Councillors.

5.3. Proposed dates for Full Council and Planning Committee Meetings for 2022

Proposed by Councillor Sharp, seconded by Councillor Riordan it was RESOLVED by majority to APPROVE adoption of Option 2 as detailed in the prepared papers.

5.4. Community Payback Rota

Proposed by Councillor Lain-Rose, seconded by Councillor McPhee it was RESOLVED to APPROVE that the Parish Office take over the management of the Community Payback works schedules and Councillor volunteer rotas to ensure that all necessary permission, risk assessment and relevant paperwork is appropriately obtained prior to work commencing.

Proposed by Councillor Sharp, seconded by Councillor McPhee it was RESOLVED to SUSPEND standing orders to allow the meeting to continue for a further 30 minutes to complete business.

5.5. Fire Hydrant Initiative Project

This item was agreed to be deferred to the next meeting.

6. PARISH COUNCIL REPORTS

6.1. Clerks Report

The Clerk advised Councillors that she had now received confirmation from MBC Parking Services that the S106 monies had been approved for their use to undertake the repairs and enhancements to the Bell Lane Car Parks. Once the monies were released, MBC had confirmed that they would commence the work; this is anticipated to be in the next couple of months. The Clerk reminded Councillors about the Remembrance Parade at the weekend and that the A229 would be closed for 20 minutes between 10.10am and 10.30am.

6.2. Written Reports on Committee, Group and Project Activities

6.2.1. Neighbourhood Plan Review Group

Councillors NOTED the report of the meeting of 27th October 2021, published at [Neighbourhood Plan Review Group - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](#). There was some discussion about the request to consider a road traffic survey in Hurst Close/Newlyn Drive/Fishers Road, due to concerns raised by residents that the roads were being used as a 'rat run'. It was agreed that this item be referred to the Road Safety Group for consideration.

6.2.2. Road Safety Group

Councillors NOTED the report of the meetings on the 28th October which has been published at [Road Safety Task and Finish Group - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](#). Proposed by Councillor Buller, seconded by Councillor Lain-Rose it was RESOLVED to APPROVE the appointment of Transport Survey Systems to carry out four location Road Traffic Survey's as identified within the attached report, for a sum of £380 + VAT.

6.3. Oral Reports from Committee/Groups/Councillors

6.3.1. Chairman's report

The Chairman advised Councillors that he would not be able to chair the next Council meeting and invited Councillor Perry as Vice Chair to chair the meeting on the 29th November. He also confirmed that Councillor Sharp had agreed to lay the wreath at the Remembrance Parade Service on Sunday 14th. He reminded Councillors of the Kent Police, Prevention of Violence against Women presentation taking place at the Mercure Hotel in Hollingbourne on the 10th November. He confirmed that he, Councillor Perry, the Clerk would be attending and invited any other Councillor interested to join them. He reminded Chairs of the SPC working groups to consider putting together a diary of meeting dates and times for 2022 now that Council had agreed their own schedule. He advised Councillors that he had been successful in getting a local contractor to pay for repairs to the Parade following an incident where a lorry reversed into a bin. He confirmed that the Clerk has been able to support by identifying the culprit from the new CCTV. He reported that regrettably there would be small delay in the commencement of works for the alterations to Wimpey Field Gate which would now start on the 10th January 2022. The Chairman confirmed that there was now a sponsor in place for the 2021 Merit Awards. He requested that Councillors send their nominations for the Adult and Junior awards to the office asap to enable the judging to take place at the next meeting, and

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awards being presented at the Christmas celebration. He also reminded Councillors that following the resignation of Councillor Grimwood, that the Council now had four vacancies and requested their support in helping identify suitable candidates.

7. REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS

– for noting

7.1. Borough Councillors Report – Oral reports by Councillor Perry & Councillor Brice.

This item was deferred to the next meeting.

7.2. County Councillors Report – Report by County Councillor Parfitt-Reid

None given

7.3. Police Report – None

8. REPORTS FROM LOCAL COMMUNITY GROUPS

8.1. Jubilee Field Management Committee Hire Agreements

This item was deferred to the next meeting.

9. URGENT MATTERS

None.

10. SPECIAL MOTION & REPORT

10.1. Proposed by Councillor Riordan, seconded by Councillor Sharp, it was RESOLVED to APPROVE that the public be excluded from item 10.2 due to its confidential nature.

10.2. Councillors RESOLVED to APPROVE the recommendations of the Employment Group in respect of arrangements for overtime.

Chairman.....

PUBLIC FORUM

A member of the public spoke about the MBC Local Plan Review and urged the Council to reject the proposed new developments within the Plan.

Meeting closed at 10.00pm