

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 2nd September 2019 at 8.20 p.m.

PRESENT: Councillors Bowden, Buller, Forward, Lain-Rose (until the point indicated in the minutes), Miller, Rawlinson, Sharp, Spearink, Thomas, Walsh and Riordan who was in the Chair.

Parish Clerk: Mr MJ Westwood

APOLOGIES: Councillors Chapman, George, Langmaid and Perry 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 – Councillor Miller declared an interest in the agenda item relating to Jubilee Field as she was secretary of the Management Committee.

Requests for Dispensation – Councillor Miller requested and was granted a dispensation for her term of office as parish councillor to participate in discussion and voting on items relating to Jubilee Field in accordance with Section 33(2)(c) of the Localism Act 2011.

APPROVAL OF FULL COUNCIL MINUTES: Chairman Riordan requested the addition of the following words on page 1780 in section 2.1, immediately after the words 'improvement measures': "Chairman Riordan advised that there was not a means to implement the decision and it should be referred to Community Enhancement Group; Councillor Lain-Rose said that Community Enhancement Group was not the appropriate forum and that it should be referred to the Chairman and the Clerk", which was AGREED. Councillor Spearink requested the addition of the following words on page 1780 at the end of section 2.1: "During the debate concerning the bins, Councillor Lain-Rose used language to which Councillor Spearink objected as inappropriate. Chairman Riordan noted the objection", which was AGREED (with two members abstaining and Councillor Lain-Rose opposing because they could not be certain when the objection was made). Subject to the additions, minute pages 1778-1781 of 5th August 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. Accounts for payment – for approval. Proposed by Councillor Buller, seconded by Councillor Bowden, the listed accounts for payment were APPROVED. Councillor Lain-Rose objected to the Parish Council funding Community Payback work at Jubilee Field. The Clerk commented that the work covered maintenance responsibilities of both the Jubilee Field Management Committee and the Parish Council. It was NOTED that costs of future visits would be shared as appropriate between the Parish Council and Jubilee Field Management Committee. The Clerk asked that he be informed of all scheduled work for the Community Payback teams. Expenditure for the period 31st July to 27th August totalled £10,074.55; income for the period was £230.31.

<u>Approved Payments 31st July - 27th August 2019</u>	Amount
Homeleigh Timber - Weed Killer	4.50
Zulogic - Web Hosting Fee 2018-2020	360.00
Playsafety - Annual Jubilee Field Skatepark Inspection	82.20
Playsafety - Annual Surrenden Play Equipment Inspection	115.80
Bank Charges July	6.50
Bradley Hawkins - Strimming Wimpey Fields June	40.00
Bradley Hawkins - Strimming & Mowing Wimpey Fields July	120.00

KCC - Stationery Supplies	63.24
Paxman Services (UK) Ltd - Bell Lane Toilets Open/Clean July	695.49
Paxman Services (UK) Ltd - Bell Lane Toilets Sundries July	33.49
J Birkby Plumbing & Heating - Wimpey Field Standpipe Repair	90.00
Poyntell Ltd - Jubilee Field Container Padlock & Keys	293.35
Arron Services Ltd - Hosted Exchange Mailboxes/Service Charge	676.50
Cllr Reimbursement - Community Payback Refresh Jubilee Field	40.59
Poyntell Ltd - Jubilee Field Gate Keys JFMC	39.00
PKF Littlejohn LLP - External Audit Fees 31st March 2019	480.00
August Payroll & Pension Costs	5,230.70
Cllr Expenses - Reimbursement re Parade Planters	28.06
MBC - Council Tax August Room 1	61.00
MBC - Council Tax August Room 2-3	71.00
SSE - Surrenden Pavilion Electricity May-July	43.93
SSE - Bell Lane Toilet Electricity May-July	58.96
BT Broadband & Phone Charges - June to Oct	388.18
E-on - Street Light Energy July	54.77
SSE - Parish Office Energy Jan-Apr	258.56
SSE - Parish Office Energy May-July	98.45
Countrystyle Recycling - Waste Collection July	62.98
Sage Instant Payroll - Annual Renewal	234.00
Sage Accounts - Annual Renewal	201.60
Community Payback Refreshments Jubilee Field	134.87
TOTAL CURRENT ACCOUNT EXPENDITURE	10,067.72
TOTAL PETTY CASH EXPENDITURE	6.83

2. Summation of Accounts – for noting. NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
3. Parish Council e-mail Accounts – Report on revised pricing (for approval). Councillors NOTED that further to the Parish Council's decision to commission Arron Services to set up and manage new e-mail accounts for the Parish Office and parish councillors, Arron Services had notified an increase in the mailbox charge to be effective from 27th October. The Clerk advised that Arron Services had explained that its own provider was passing on higher costs, partly caused by currency fluctuations. RESOLVED: APPROVE the new charge of £142.50 per month (eq. £1,710 annually) plus VAT. Councillor Lain-Rose asked that the proposed third-party data-sharing agreement be circulated to Councillors and that Arron Services' advice be sought about the management of e-mail distribution groups.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. Citizens' Academy – Invitation from Kent Police to attend the first Citizens' Academy on 14/09/19. Councillors Rawlinson and Walsh volunteered to attend.
2. Citizens Advice Maidstone – Invitation to AGM 16/09/19. There being no councillors available to attend, the invitation was NOTED with thanks. ACTION: Clerk to respond accordingly.
3. Kent Rail Summit – Invitation from KCC to attend the 11th Rail Summit to be held on 15/10/19 (deadline for response 13/09/19). Councillors NOTED with thanks that Mr Robin Oakley had volunteered to attend the summit. It was also AGREED to contact former parish councillor Burnham who took an interest in rail matters.
4. MBC Polling Places Review – Invitation from Maidstone Borough Council to comment on proposals for Staplehurst (deadline 13/10/19) <https://www.maidstone.gov.uk/home/primary-services/council-and-democracy/additional-areas/have-your-say/tier-3-primary-areas/current->

[consultations/second-polling-places-review-2019](#). It was NOTED that the effect of the proposals would be to use both North and South Halls of the Village Centre for parliamentary elections. Councillors AGREED not to send a formal response on behalf of the Parish Council but to encourage individuals to respond.

5. Parish Council Meeting Dates 2020 – Schedule of meeting dates (for approval). Councillors considered three schedules prepared by the Parish Office. RESOLVED: Planning Committee and Full Council meetings to be held every three weeks from 13th January, but with a four-week gap between 10th August and 7th September, a two-week gap between 30th November and 14th December, and a four-week gap between 14th December and 11th January 2021. It was also RESOLVED that the date of the next Annual Parish Meeting should be 30th March 2020. ACTION: the Parish Office will book the halls at the Village Centre. *Councillor Lain-Rose left the meeting.*
6. Parish Council Surgery – (i) Report on surgery held 24/08/19 – Councillor Buller advised that Councillor Perry had discussed a planning issue and an environmental protection matter; (ii) Appointment of representatives at next surgery – the Clerk advised that Councillor Perry had changed the date of his September surgery to 21/09/19; Councillor Sharp volunteered to attend. It was further AGREED that the October surgery would be held at the 125-Year Celebration of Parish Councils event at the Village Centre on 26th October.

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

1. Clerk's Report – The Clerk reported that he was putting together an autumn edition of the Village Update which would prominently feature councillor profiles and the proposed 125-Year celebration event. It was AGREED that the aim should be to distribute the Update during the week commencing 23rd September. Councillor Walsh volunteered to proof-read the issue. Councillors Buller and Sharp requested Councillors to support the Parish Council's stall at the 125-Year event. The Clerk also reported that the Office was working on support arrangements for the 125-Year event and for the Road Safety Group's initiatives. Chairman Riordan recorded thanks to the Parish Support Officer for all the preparations that went into the Parade Clean-Up Day on 31st August. The Clerk said that a positive meeting had been held with Growing Concern to discuss maintenance of the large village planters. He said he had sought information from Play Place about the feedback and final costs of the summer play scheme. He commented that the Parish Office had received a large number of planning enquiries, reflecting the volume of planning business that had come before Planning Committee. He said he was still waiting for confirmation that MBC's solicitors had agreed the final version of the Surrenden Playing Field lease.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - 2.1. Community Payback – Schedule of recent work activity and proposed engagements. Councillors NOTED the schedule prepared by the Clerk who asked that Councillors inform him of all planned activity. Chairman Riordan encouraged all councillors to support the Community Payback activity.
 - 2.2. Jubilee Field Management Committee – Minutes of AGM 09/07/19. NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/jubilee-field-management/>.
3. Oral Reports from Committee/Groups/Councillors – for information only.
 - a. 20mph speed limit zone – Councillor Buller sought confirmation that the Road Safety Group should proceed with the survey about the 20mph limit zone, as mentioned in the public forum, which was AGREED.
 - b. VE Day 75th Anniversary – Councillor Spearink said that the working group was working on plans for events.

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

1. Borough Councillor's Report – No report, as Councillor Perry was not present.
2. Kent Association of Local Councils – Minutes of meeting 17/06/19 <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>. NOTED by Councillors.
3. Police Report – PCSO Gardner's reports for June and July. Councillors NOTED that the reports listed seven reportable crimes committed in Staplehurst in June and ten in July.

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

1. Staplehurst Emergency Help Team – Minutes of meeting 06/06/19 <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/emergency-help-team/>. NOTED by Councillors.
2. Staplehurst Patient Participation Group – Minutes of meeting 10/07/19 <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/staplehurst-health-centre/>. 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 Mr Buller of the Road Safety Group discussed plans to consult residents about a possible 20mph limit on roads around the school (Min 1781 refers). A resident spoke in support of a 20mph limit. A resident commented on continuing failures in the Arriva bus service. After the meeting two residents made suggestions to help make meeting papers more readily available for members of the public.

Proceedings finished at 9.55pm.