

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL HELD AT 7.30 P.M. IN SOUTH HALL, COMMUNITY CENTRE ON MONDAY 06 JUNE 2022

PRESENT: Cllrs. Buller, Castro, Clifton, Hotson, McLaughlin, McLean, McPhee, Perry, Riordan & Sharp

ALSO PRESENT: Mrs K Bell (Locum Clerk), County Councillor Parfitt~Reid & 1 resident

APOLOGIES: Cllrs. Skinner and Spearink

The Chairman opened the meeting and welcomed all present.

Public Forum: No questions were put to council during the Public Forum.

2022/06/01 APOLOGIES: It was proposed, seconded and:

RESOLVED: That the apologies received from Cllr Skinner (Work commitment) and Councillor Spearink (unwell) would be approved. **Unanimous**

2022/06/02 COUNCILLOR DECLARATIONS: Cllr Riordan declared an interest in item agenda item 4.2 (minute refers)

2022/06/03 NOTIFICATIONS OF LOBBYING: None declared

2022/06/04 REQUESTS FOR DISPENSATIONS: Cllr. McPhee requested a dispensation from discussions relating to the Youth Club. **Approved**

2022/06/05 MINUTES: Subject to a minor amendment; the minutes from the meeting held on 16 May 2022 were approved. The minutes were signed by the Deputy Chairman as the Chairman was not present at the meeting and abstained. There were no matters arising which had not been included elsewhere on the agenda. **By Majority**

Standing Orders were suspended in order to vary the order of the agenda and make the following item the next item of business

2022/06/06 REPORT FROM COUNTY COUNCILLOR: County Councillor Parfitt-Reid was welcomed to the meeting; she drew attention to the following:

- She gave an update on the KCC Consultation on the proposed cuts to bus services, no decision had yet been made and it was possible that any decisions would be delayed following the receipt of responses from the community.
- She had located S106 money totally £324,000 for Staplehurst and was waiting for KCC to produce spending plans for the money but it was possible that it could be used to help fund the continuation of the No5 bus service.
- A meeting would be arranged for her to meet with PC and resident representatives; the purpose of the meeting would be to discuss and view highways issues.

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Signed: **Date: 27 June 2022**
Chairman

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2022/06/07 FINANCE REPORTS & PROPOSALS

2022/06/07.1 2021/2022 Internal Auditors Report: It was reported that the Internal Auditor had completed his assessment for 2021/2022. It was noted that during the financial year ended 31 March 2022, the internal auditor had acted independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority. It was further noted that the internal audit had been carried out in accordance with this authority's needs and planned coverage and that the Internal Auditor had concluded that in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority and had completed and signed the AGAR to this effect.

2022/06/07.2 Financial Transactions: It was proposed, seconded and **RESOLVED:** That the following transactions would be approved.

Date	Ref.	CURRENT ACCOUNT EXPENDITURE	Amount
11/05/2022	DEB	Sevenoaks DC CD 8119	23.00
12/05/2022	BP	Paxman Services	832.84
12/05/2022	CPT	LNK BR SPAR STAPLE CD8119	30.00
12/05/2022	DEB	Access Personal CH CD 8119	31.20
13/05/2022	DEB	Post Office Counter CD 8119	258.40
17/05/2022	PAY	Service Charges REF:367642250	7.00
18/05/2022	BP	Mr. B.J. Hawkins	100.00
18/05/2022	BP	Home leigh Timber	23.95
18/05/2022	BP	Arron Services Ltd - Hosted Exchange	42.00
18/05/2022	BP	Hugo fox Ltd - Silver Subscription June	23.99
18/05/2022	BP	Staplehurst Community Centre	2,141.50
18/05/2022	BP	Whites Landscaping - Surrenden Path	9,196.00
18/05/2022	BP	D Sankey Ltd	180.00
18/05/2022	BP	Victim Support	50.00
18/05/2022	DD	Opus Energy Ltd	142.81
20/05/2022	BP	PJ Riordan Electrician	394.86
23/05/2022	DD	BT - Office Telephone & Broadband Apr-July	209.30
24/05/2022	DD	NEST Pensions – May	678.72
25/05/2022	BP	Paxman Printing - Artwork and Village summer update 2022	899.60
25/05/2022	BP	Staff Costs May	7646.16
25/05/2022	BP	Maclin Pumps Ltd - Jubilee Youth Club	3180.00
25/05/2022	BP	Home Leigh timber – Oak Sleeper	153.55
25/05/2022	BP	Staplehurst Men's – Donation Teas/coffee village clean	50.00
25/05/2022	BP	Choice Support – Village Planters	410.80
25/05/2022	BP	Bumbles Plant Centre	104.66
25/05/2022	BP	Paxman Services – Bell Lane Toilets#	842.57
25/05/2022	BP	Adobe Acropro Subs CD	15.17

25/05/2022	DEB	SLCC Enterprises – membership	215.00
27/05/2022	DD	Business Stream – Water	16.12
27/05/2022	DD	Business Stream – Water	16.12
27/05/2022	DD	Countrystyle Recycling	87.30
			28,002.62

Late Payments: The following late payments were also approved

30.05.22	BP	Idea Business Services	£175.00
30.05.22	BP	GDPR Info Ltd - DPO Support Services	£350.00
30.05.22	BP	Mark Ballantyne – CCTV Surrenden Field	£684.23
30.05.22	DD	Npower	£77.16
01.06.22	SO	Arron Services Ltd – Emails	£214.32
01.06.22	DD	MBC NNDR	£62.00
01.06.22	DD	MBC NNDR	£72.00
06.06.22	BP	Locum Staff Costs	£398.30
06.06.22	BP	Bulb – Youth Club Energy	£49.27
06.06.22	BP	Hugo Fox – Silver Subscription June	£23.99

Receipts: It was noted that the following receipts had been received during the period 01.04.22 – 06.06.22

MBC Grant	£9,012.51
Precept	£214,500.00
Donation	£100.00
MBC Grant	£6,628.00
KCC Grant	£5,000.00
KCC Grant	£1,000.00

22/06/07.3 Finance & Strategy Group: The minutes from the meeting held on 24 May 2022 were received and noted.

22/06/07.4 Statement of Accounts for the year-ending 31st March 2022: It was proposed, seconded and:
RESOLVED: That the accounts be approved and signed by the Chairman **Unanimous**

22/06/07.5 2021/2022 Annual Governance and Accountability Return (AGAR) - Annual Governance Statement - Section 1: It was proposed, seconded and:
RESOLVED: That the document as copied to members be approved and signed by the Chairman and Locum Clerk. **Unanimous**

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Chairman

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22/06/07.6 **2021/2022 Annual Governance and Accountability Return (AGAR) – Section 2 - Statement of Accounts.** It was proposed, seconded and:

RESOLVED: That the document as copied to members be approved and signed by the Chairman and Locum RFO. **Unanimous**

22/06/07.7 **Investment Strategy:** It was proposed, seconded and:

RESOLVED: That the document as copied to members be approved as a strategic working document **Unanimous**

22/06/07.8 **Remembrance Parade:** Following a discussion, it was proposed, seconded and:

RESOLVED: That expenditure of £75.00 in respect of the A229 road closure for the Annual Remembrance Parade be approved. **Unanimous**

It was further

RESOLVED: That the office would apply to KCC for the road closure and the appropriate licence for the erection of the lamppost poppy motifs at a cost of £30. **Unanimous**

It was further

RESOLVED: That the caretaker would be paid for 3 additional hours in respect of the installation of the poppy motifs **Unanimous**

22/06/08 **CORRESPONDENCE & PARISH ISSUES**

22/06/08.1 **Kent Police - Request for consultation feedback on the installation of ANPR cameras in the village:** It was proposed. Seconded and

RESOLVED: That the issue would be delegated to the RSG who would respond on the council's behalf. **Unanimous**

22/06/08.2 **3G Pitch proposal for Jubilee Field:** Members considered the appointment of a new legal team and the co-option of resident Ms Smith to the Community Enhancement Group. Following a discussion, it was proposed, seconded and:

RESOLVED: That following the receipt of adequate legal advice there was no need for SPC to appoint a new legal team. **Unanimous**

It was further

RESOLVED: That resident Ms Smith would be thanked for her input thus far and whilst SPC could not approve her co-option to the Community Enhancement Group, she would be welcome to contact the Jubilee Field Management Committee. **Unanimous**

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The following were noted:

- The Jubilee Field Management Committee would have a formal constitution and a new management agreement. Agreement documentation would be considered and approved by the council thus allowing the project to move forward.
- The trustees' details would be formally registered with Land Registry.
- A meeting would be arranged between representatives from the FA, SPC with the Jubilee Field Management Committee.
- A further update would be presented to council at the next meeting on 27 June 2022.

22/06/08.3 Youth Club

22/06/08.3.1 Reopening: It was reported that the Staplehurst Youth Club would be re-opening on 14 June 2022. It was noted that the building had been repainted and re-vitalised and WIFI installed. It was hoped to have some working computers in place. It was further noted that the Club would meet on Tuesday evenings from 7pm till 9pm.

22/06/08.3.2 Deep Clean: Members were asked to consider approving expenditure of £120.00 in respect of a one off deep clean of the premises. Following a discussion, it was proposed, seconded and:
RESOLVED: That the expenditure would be approved. **Unanimous**

22/06/09 PARISH COUNCIL REPORTS

22/06/09.1 Clerk's Report: The Locum Clerk thanked members for the warm welcome to Staplehurst. Whilst she was with SPC she aimed to deliver value for money and provide impartial advice and guidance to the council. She had hit the ground running and was familiarising herself with current issues and projects but did ask that if there was anything specific that the council would like her to focus on she would be delighted to do so.

22/06/09.2 Reports on Committee, Group and Project activities

6.2.1 Communications Group: Attention was drawn to the following

- The minutes from the meeting held on 28 April 2022 were noted.
- ID cards were to be updated for members and the staffing team
- An article to promote the Community Centre Project would appear in a future issue of Downsmail

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- The Annual Report was due to be published in July / August
- KALC Award celebration would be on 27 August 2022
- Logo competition: Social media posts to be posted every 2 – 3 days

6.2.2 Neighbourhood Plan Review Group: The minutes from the virtual meeting held on 17 May 2022 were noted. It was noted that the NP Review Group were looking at the S106 monies and welcomed spending suggestions.

6.2.3 Road Safety Group: A verbal update was provided on the Sainsbury's Shuttle Bus. Sainsbury's did want to engage with the PC to discuss further. Following a discussion, it was proposed, seconded and:

RESOLVED: That a meeting would be arranged
Unanimous

22/06/09.3 Oral Reports from Committee/Groups/Councillors

22/06/09.3.1 Chairman's Report: Cllr Riordan reported and drew attention to the following:

- He thanked Karen Bell and Sandra Racket the Locum Clerk and Locum RFO for all they were doing to help SPC during the period of transition.
- The Employment Group had interviewed 6 candidates for the position of Clerk and 2 had been attended for a 2nd interview.
- The latest Village Update had been turned around very quickly and everyone's efforts in enabling this to happen were appreciated.
- The reopening of the Youth Club was welcomed and would be advertised and promoted to encourage use.
- On 20 June 2022, there would be a meeting between the PC and MBC regarding the Sports and Leisure Consultation in Staplehurst. Also, in late June there would be a meeting between the County Councillor, resident representatives and the PC to discuss highway related issues.
- The 2022 Annual Parish Meeting whilst a success had not been well attended and it was hoped that the 2023 Annual Parish Meeting would have an increased audience in attendance.

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- He urged councillors to look for funding opportunities which SPC might be eligible for in respect of village projects.
- WI Tree Planting would be on 11.06.22

22/06/09.3.2 Councillors Surgery Feedback – Oral Report:

The surgery held on 28 May 2022 had been well attended. Attending on behalf of the Parish Council were Cllrs. Perry and McLaughlin. Questions raised by residents included elderly people crossing the A229, planning issues in Crickenden Lane and the Parade, car parking at Gyppon Rise, brambles in Bower Walk, S106 agreements, tree overlooking a property in Osborne Close and contact information for the Village Update.

22/06/10 URGENT MATTERS: None

22/06/11 REPORTS FROM LOCAL COMMUNITY GROUPS

22/06/11.1 Youth Club: The minutes from the meeting held on 24 May 2022 were noted

22/06/11.2 Jubilee Field Management Committee: The minutes from the meeting held on 22 May 2022 were noted.

22/06/12 SPECIAL MOTION / MATTERS FOR CONSIDERATION IN PRIVATE:

Following a discussion it was proposed, seconded and:

RESOLVED: That the press and public be excluded from the meeting during consideration of the following items on the grounds that they related to individuals and the financial affairs of particular persons. This information was classed as exempt under paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

22/06/12.1 Salary increments: It was proposed. Seconded and

RESOLVED: That increments be approved backdated to 01.04.22

Unanimous

22/06/12.2 Appointment of Parish Clerk: It was proposed, seconded and

RESOLVED: That Mr Richard Griffiths be appointed as the new clerk subject to the receipt of satisfactory references and a DBS check. **Unanimous**

22/06/13 Date and Time of Next Meeting: Confirmed as 27 June 2022 at 7.30 p.m. There being no additional business; the meeting concluded at 21.35 hours

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Chairman