

STAPLEHURST PARISH COUNCIL

20TH MARCH 2023

MINUTES

Public Forum

A resident raised the issue of potholes especially on the A Roads where they have been quickly repaired but have come back – 3 potholes outside Pets World filled then 66 days later need doing again. Why can't KCC do a proper job first time round! Also the side roads are awash with pot holes such as Jaggards Way, Offens Drive

A resident asked if the existing Public Toilet cleaning contractor could be persuaded to stay on until a new contractor was in place – agreed to ask.

Borough Councillor's Report (Standing Item):

In Cllr Perry's absence – Cllr Riordan read out "At a recent appeal case for a development in Harrietsham the developer challenged MBC's five year land supply. And if the Inspector had found against us this could have opened the floodgates for further planning applications. But, I am pleased to report that the Inspector strongly supported MBC's position."

County Councillor's Report (Standing item):

Present: Cllrs Riordan, Buller, Alesi, Castro, Eerdekenes, Farragher, Hotson, Mclaughlin, McPhee and Sharp

1. **APOLOGIES:** Cllr Perry. Non-attendance Cllr Mclean.
2. **COUNCILLOR DECLARATIONS regarding items on the Agenda:**
 - 2.1. Declarations of Lobbying - NA
 - 2.2. Changes to the Register of Interests - NA.
 - 2.3. Interests in Items on the Agenda - NA
 - 2.4. Requests for Dispensation - NA

3. APPROVAL OF FULL COUNCIL MINUTES:

Pages 2067 - 2074 of 27th February 2023 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk) change Cllr Costa to Castro, Cllr Buller proposed and Cllr Riordan seconded to approve the minutes of the 27th February 2023, agreed by majority 9, for 0 against and 1 abstained as not present. Duly signed by Councillor Riordan.

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

4. **FINANCE REPORTS & PROPOSALS**

4.1. Accounts for Payment – Cllr Castro proposed and Cllr Mclaughlin seconded to approve the payment list below, agreed unanimously.

<u>Approved Payments 23rd February - 14th March 2023</u>	Amount
Sevenoaks DC - Surrenden Field Premises Licence	70.00
HAGS-SMP Ltd - Surrenden Field Play Equipment Repairs	1,533.60
Choice Support - Village Planter Maintenance February	410.80
Paxman Services - Bell Lane Toilets Clean/Open February	803.26
Paxman Services - Bell Lane Toilets Sundries February	77.03
Hugofox Ltd - Silver Subscription March	23.99
Bulb - Youth Club Electricity February	332.57
Npower - Christmas Motif Energy December 2022	53.01
Bouygues - Christmas Motifs Up & Down	2,066.93
Npower - Street Light Energy February	47.85
Field Water Installations Ltd - Youth Club Drainage Repairs	888.00
KCC - KCS Photocopier Rental Apr-Jun	105.98
JFMC - Reimbursement re Staplehurst Mowers Mower Service	564.33
Homeleigh Timber - Bulk Bags x2 Community Payback (JC)	12.43
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HMRC - Tax & NI February	1,854.88
Adobe Systems - Monthly Subscription Feb-Mar	19.97
Sevenoaks DC - Jubilee Field Licence Name Change Fee	23.00
Pension Costs - February	722.70
Sage Payroll - March	8.40
Opus Energy - Surrenden Pavilion Energy February	25.89
Opus Energy - Parish Office Energy February	224.09
Opus Energy - Bell Lane Toilets Energy February	28.08
Countrystyle Recycling - Waste Collection February	69.84
Lloyds Bank Charges - March	7.00
Arron Services Ltd - Hosted Exchange March	214.32
TOTAL CURRENT ACCOUNT EXPENDITURE	10,200.38

4.2. **Summation of Accounts – noted**

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

4.3 Approve the Contract and subscriptions renewals

Following a debate Cllr Hotson proposed and Cllr Mclaughlin seconded to approve the resolution below – it was agreed unanimously.

the recommendations of the Finance and Strategy Group to approve the contracts and subscriptions as attached below

Activity	Company	Annual Value
BT - Office telephone line & Broadband Internet	BT - Telephone & Broadband	677.08
Electricity Supply	Bulb Energy	£860.00
Sani-bin maintenance	Eco-san Ltd	£84.42
Website Silver Subscription	Hugofox Ltd	£239.88
Internal Audit	Iden Business Services	£400.00
Subscription	KCPFA Kent County Playing Fields Association	£20.00
Village Update & Annual Report	Paxman Printing Services	£3,047.00
Playscheme	Playplace Ltd	Approx £2,000.00 Variable
Play Equipment	Playsafety Ltd	£98.00 SF £70.00 JF
Village Centre - Hall Hire	Staplehurst Community Centre	£1,209.00
Lease of Parish Office (Rooms 1, 2, 3 & 8)	Staplehurst Community Centre Trust	£4,200.00
Churchyard Agreement	Staplehurst PCC	Varies circa £8,625.00
Subscription	Weald of Kent Protection Society	£25.00
Subscription Website Domain Name	123-Reg	£23.98
Acrobat Pro	Adobe Sysytems Software Ltd	£151.68
Data Protection Officer Agreement	GDPR- Info Ltd	£200.00
Website SSL	Hugofox Ltd	33.33
Subscription	KALC	£1,620.00
Council Tax - Parish Office Rooms 2-3	Maidstone Borough Council	£723.55
Council Tax - Parish Office Room 1	Maidstone Borough Council	£623.75

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

Activity	Company	Annual Value
Council Tax - Youth Club	Maidstone Borough Council	£1,210.08
Internet Security Software	Norton Internet Security	£35.00 x5
Unmetered supply Xmas Lights	Npower	£45.57
Sage Payroll Software	Sage	£84.00

4.4 Canva Pro

Following a debate Cllr Sharp proposed and Cllr Farragher seconded to approve the resolution below – it was agreed unanimously

to purchase the Canva Pro graphic design tool

4.5 Contractor to Install Benches and bins

Following a debate it was agreed that Cllrs Riordan and Sharp would finalise the location of the last bin this week.

Cllr Riordan proposed and Cllr Castro seconded to approve the resolution below – it was agreed unanimously

to appointment Hartlake Garden Services as preferred contractor to carry out the work subject to Cllrs Riordan and Sharp confirming location of last bin

4.6 Merit Award Vouchers

Following a debate, where the Chairman suggested topping up the Junior Merits Award vouchers from the Chairmans budget Cllr Riordan proposed and Cllr Eerdekenes seconded to approve the amended resolution below – it was agreed unanimously

Amended Resolution: to consider Merit Award vouchers as £100 for the Adult Volunteer and £40 for the Junior Volunteer winners topping up the donations from the Chairmans fund

Cllr Riordan proposed and Cllr Eerdekenes seconded to approve the resolution below – it was agreed unanimously

to consider Merit Award vouchers as £100 for the Adult Volunteer and £40 for the Junior Volunteer winners topping up the donations from the Chairmans fund

5. CLERKS REPORT ON OUTSTANDING MATTERS - attached

Clerk noted a date for the meeting with Sainsbury's is set for 29th March 2023.

That the Youth Club roof urgent repairs were agreed in consultation with the Chairman (£180 plus VAT) under Financial Regulations 4.5

Cllr Hotson raised the point about how long do we keep patching the roof. It was agreed that the long term future of the Youth Club building needs to be considered.

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

6. PROPOSALS FOR DISCUSSION and DECISION

6.1. Surrenden Field summer programme

Following a debate in which Cllr Buller raised the request for Cllrs to support the Coronation Celebrations by helping out with stalls or collecting fund raising. Cllr Sharp asked the Clerk to double check Council insurance regarding the Beacon. Cllr Riordan proposed and Cllr Buller seconded to approve the resolution below – it was agreed unanimously.

to consider the following events in Surrenden Field subject to appropriate Insurance and Risk assessments from the groups;

- Coronation Celebration- (SCEG) Sunday 7th May 2023
- Staplehurst 10 & 5K Run – (SCEG) Sunday 11th June 2023
- Family Funday (KCC Youth Service) Wednesday 2nd of August 2023
- Outdoor Theatre – (Hazlet) Saturday 19th August 2023

6.2. Parish Allotments

Following a debate the Clerk updated the Council that we had received a better verbal quote from a local Solicitors, awaiting written confirmation. Cllr Riordan proposed and Cllr Mclaughlin seconded to approve the amended resolution – it was agreed unanimously.

to consider the following

- a) appoint Solicitors for a fee up to £2,500 plus VAT to act on our behalf regarding the Land transfer of the allotment site. –indicated in **Appendix A** .
- b) the plot layout as attached – **Appendix B**.
- c) the Allotment Tenancy Agreement as attached **Appendix C**.
- d) the fees in 2023 to be £1 per week.
- e) as soon as the site transfer from the developer is completed offer the allotments to those on the parish waiting list- pro rate fee up to End of September 2023

Cllr Riordan proposed and Cllr Mclaughlin seconded to approve the following resolution – it was agreed unanimously

to consider the following

- a) appoint Solicitors for a fee up to £2,500 plus VAT to act on our behalf regarding the Land transfer of the allotment site. –indicated in **Appendix A** .
- b) the plot layout as attached – **Appendix B**.
- c) the Allotment Tenancy Agreement as attached **Appendix C**.
- d) the fees in 2023 to be £1 per week.

as soon as the site transfer from the developer is completed offer the allotments to those on the parish waiting list- pro rate fee up to End of September 2023

6.3. Wimpey Field Management Plan

Following a debate in which Cllr Buller raised the importance of the summer Bio-Blitz to the Playscheme could this be included in the Playscheme budget, RFO to clarify. Cllr Sharp proposed and Cllr Castro seconded to approve the resolution below – it was agreed unanimously.

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

Resolution: to consider

- a) the Memorandum of Agreement with MVCP as attached
- b) BioBlitz day 31st May 2023 10am – 2pm
- c) the option of second Bio Blitz day at £350+VAT

To note emergency Tree work on the 23rd March 2023

6.4 Parish Council Logo Report

Following a debate where Communications Group were thanked for their hard work in getting so many residents to respond but some concern was expressed at the complicated nature of the proposed Parish Council Logo. It was a village sign rather than a Logo. Several Councillors felt the design was too busy and would prefer to avoid hops, railway lines, horses (KCC logo) and doves. The cost for the refinements needed for the Parish Council logo should be included in the £300.

It was agreed to consider the item in two parts.

Cllr Riordan proposed and Cllr Castro seconded to approve the payment of £300 plus VAT – it was agreed unanimously

the purchase of the design, including copyright of a Parish Council logo £300 plus VAT.

Cllr Riordan proposed and Cllr Castro second the following **amendment** – agreed unanimously.

to ask Communications Group to meet with the artist to refine the Parish Council Logo, the refined specification is;

- Name: Staplehurst Parish Council
- Design: Keep simple, maximum two colours, (also Black and White option for letterheads) and only one or two items of significance related to the parish. (prefer to avoid hops, railway lines, horses and doves from final design)
- Cost: Included in £300 plus VAT

Then Cllr Riordan proposed and Cllr Castro seconded to approve an amended resolution below – it was agreed unanimously.

to ask Communications Group to meet with the artist to refine the Parish Council Logo, the refined specification is;

- Name: Staplehurst Parish Council
- Design: Keep simple, maximum two colours, (also Black and White option for letterheads) and only one or two items of significance related to the parish. (prefer to avoid hops, railway lines, horses and doves from final design)
- Cost: Included in £300 plus VAT

6.5 Speed Watch update

The Speed Watch report was noted and it was suggested the consultation on Double Yellow Lines is extended to link with the existing Double Yellow lines up to the Parade area to the crossroads.

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

The Speed Watch report was noted and the Cllr Riordan proposed and Cllr Sharp seconded the motion below – it was agreed unanimously

consultation on Double Yellow Lines is extended to link with the existing Double Yellow lines up to the Parade area to the crossroads

6.6 Bell Lane Public Toilet cleaning contractor

Following a debate where it was agreed to ask the Clerk to contact the existing contract cleaner and see if they would continue until the new contract cleaner was appointed, Cllr Riordan proposed and Cllr Sharp seconded – it was agreed unanimously

to close Bell Lane Public Toilet from 1st April 2023 until new cleaning contractor can be appointed.

6.7 Village Entrance Sign project - Deferred

7. CORRESPONDENCE & PARISH ISSUES for decision or noting:

7.1. Resident report on South-Eastern Railways Stakeholder conference was noted and following a debate the Clerk was asked to write directly to South-Eastern Railways and Network Rail about the use of the S106 funding (@£940,000) and ask how was it progressing. Also raise the potential use of the funding for a pedestrian crossing at Lodge Road / Station Road as this is a potentially dangerous point associated with the Station.

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

8.1. Chairman's Report

Cllr Riordan raised several points;

He has spoken to former Cllr Davidson-Houston regarding her situation and stepping down from the Parish Council due to unacceptable comments on local social media. It was noted that it had nothing to do with the Parish Council. The Council agreed that everyone has the right to comment and should not be abused on social media.

A resident asked, and Cllr Riordan agreed that "we register and have minuted sincere regret at the resignation from the Parish Council and also the Neighbourhood Plan Review Group of Natasha Davidson-Houston due apparently to social media pressure. Such reason is intolerable and unacceptable in any circumstances."

- Yellow lines on Gybbon Rise due in the next few weeks
- Cllr Riordan keeps reporting pot holes – some progress made but it is frustrating
- Reminded Cllrs that the Community Litter Pick is 1st April 9:45am at the Youth Club to start at 10am

Parish Council election – nomination forms are available and need to handed in to MBC offices by **4pm on the 4th April 2023** – Best to phone MBC on **01622 602000** to book an appointment

Clerk to print off some forms and keep in the Parish Office.

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

Cllr Riordan stated he was standing as a Borough Councillor as Cllr Brice is stepping down.

8.2. Committee and working group minutes for noting

- 8.2.1.** Planning Committee minutes – 13th February 2023
- 8.2.2.** Road Safety Group minutes – 27th February 2023
- 8.2.3.** JFMC minutes – 1st March 2023 – Clerk asked to circulate JFMC and the Football clubs accounts
- 8.2.4.** SCEnic minutes 2nd March 2023
- 8.2.5.** 3G all-sports pitch working group minutes 7th March 2023 in confidential section
- 8.2.6.** NDP review meeting minutes 8th March 2023

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

No items

10. URGENT MATTERS

11. SPECIAL MOTION & REPORT

11.1 3g all-sports pitch working group minutes – 7th March 2023 were noted

11.2 Employment Group Report – the proposals were approved unanimously

Close 9:30pm

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