

Communications Group minutes 11th February 2021 – 7.00PM Virtual meeting

MINUTES

1. Apologies NONE
2. Approval of minutes of previous meeting 14th January 2021 – 7.00PM Virtual meeting APPROVED
- 3.1 Councillor Declarations NONE
- 3.2 Declarations of interest NONE
- 3.3 Granting of dispensation NONE
- 4 Village Update
 - 4.1 Current issue (When, Where, Who): ACTION TO BE TAKEN BY CG & OFFICE
It will be delivered to shops and businesses for distribution as soon as the copies are in our hands. A distribution plan was drafted. Also, the group agreed to publish the .pdf intensively in social media for a number of days. PS to laminate and place copies on display boards.
 - 4.2 Origination Studio: ACTION TO BE TAKEN BY CG & OFFICE
Origination Studio are not able to continue with their work. Paxman has taken the job for this issue only. CG approves the payment of £65 on this occasion.
CG, with support from the office, need to search for a new Typesetter, with a modernised look.
 - 4.3 Next articles FOR NOTING
There are a number of articles ready for next issue, in August: last part of Street Names, Going back in time from the Parish Council, Women's Institute, Defibrillators, War Memorials, Sargent Fitzgerald... among others. And submissions from any other Council groups.
- 5 The Annual Report
 - 5.1 Change of model: FOR APPROVAL OF THE PARISH COUNCIL
The group wants to use the necessary change of typesetter to modernise the look of the Annual Report, bigger format (A4), including more colour, more graphs, shorter paragraphs and more photos. This new look can be applied to the Village Update, too.
There are records in the PC website of Annual Reports from 2004 and has not been any change of the design since then.
Hook Parish Council Annual Report has been chosen as a good example.
 - 5.2 Articles: FOR APPROVAL OF THE PARISH COUNCIL
By 26th March, the CG requests that (Proformas attached):
Every subgroup of the Council should submit an article of not more than 150 and 250 words with a minimum of 2 and a maximum of 4 photos.
For any other group, nil response is required.
The Emergency Help Team should have a prominent space this year.
Councillors are encouraged to write a text, introducing themselves and activities involved throughout the year. Texts between 150 and 200 words.
- 6 Wikipedia Entry FOR NOTING
 - 6.1 Reminder of articles: A reminder of the Wikipedia sections we are going to be writing first when time allows.
- 7 Website content: ACTION TO BE TAKEN BY CG
Not all the social media allow for the same amount of information so this may not be the same. Twitter only allows 160 characters. Instagram and Facebook allow for more. PS to go through

additional information sections describing the PC and history on our social media and update where necessary.

The CG will try to replicate the information through the different platforms, where possible.

8 Freedom of Information Model Publication, Policy, and Request Form

The clerk has researched and prepared two documents. The CG has proofread and approved the document and submits it for Full Council Adoption

FOR APPROVAL OF THE PARISH COUNCIL

9 AOB

Tithe map: the CG would like to get hold of a copy of the Tithe Map of the Parish in order to have information of the original names of the fields among other important historical facts.

ACTION TO BE TAKEN BY CG & OFFICE

10 Next meeting date:

11th March

4.3 Next articles

Street Names IV (David Wilson Part 2) – PS

GSG - DG

Going back in time from the Parish Council II – PR

New Councillors

Other proposed articles

Staplehurst Parish Council - Who, What And Why - Robin Oakley

Future articles

War memorials (when Street Names series is finished) – PS,
Women’s Institute – JC
Defibrillators - JC

July	AUTUMN UPDATE – If they take place: Report from the Annual Parish Meeting. Report of March Village Clean-Up and promote the next Clean-Up. Report on May Bio-Blitz. Greener Staplehurst Group’s report. Road Safety Group’s report. Planning News. Remaining 2021 meeting dates. Parish Council contacts.	Copy: 06 August To typesetter: 13 August To printer: 20 August Collation: 28/29 August Distribution: 30 August
------	--	--

5.1 Change of model

https://hook.gov.uk/wp-content/uploads/2020/07/39716-hpc_Annual-report-19-20.pdf

Highlights of the year
Chairman's report
Dates for your diary
Planning & infrastructure (p&i) committee
Environment & community (e&c) committee
Grants
Finance, strategy & resources (fsr) committee
Money matters
Parish council services and activities
2020 council and committee meeting calendar
Parish council personnel: 2019-20
Councillor attendance at council meetings 2019-20
Community engagement
Echo hotel music club

Chairman's Annual Report 2019-2020

Income & Expenditure Account

Balance Sheet

Parish Councillors

125 Years of Parish Council Chairmen

Parish Clerk's Report 2019-2020

Parish Activities

- Planning Committee
- Communications Group
- Community Enhancement Group
- Churchyard
- Employment Group
- Finance and Strategy Group
- Greener Staplehurst Group
- Jubilee Field
- Parish Services
- Playscheme
- Road Safety Group and Speed Watch
- Staplehurst Emergency Help Team (SEHT)
- Staplehurst Neighbourhood Plan Review Group
- Staplehurst Youth Club
- 125th Anniversary Exhibition

Parish Councillors & Local Contacts at 31st March 2020

March	ANNUAL REPORT 2020-2021 – Chairman's report. Write-ups from Councillors and Clerk. Summary of news and projects from previous year (April 2020-March 2021). Financial Statements to year end 31/03/21. Parish Council contacts.	Copy: 12 April To typesetter: 19 April To printer: 30 April Collation: 15/16 May Distribution: 17 May
-------	--	---

GRANTS

Organisation	Amount	Project Description
The Base Youth Club	£ 16,500.00	Youth support
Victim Support	£ 200.00	Security equipment
Citizens Advice Hart	£ 1,500.00	To cover general advice and overhead service costs
Hook Scouts	£ 5,000.00	Support for Extension of the Scout Hut
Hook Players	£ 750.00	Equipment and stage
Poppy Appeal	£ 250.00	Wearables and streetlight poppies
Life Education Wessex	£ 980.00	Health and drug education at Hook Junior school
Teen engagement	£ 900.00	Youth activities
Destination Sport	£ 900.00	Youth project
Hook Village Nursery	£ 1,116.50	General support
Men's Shed	£ 500.00	Start up support
HVHCA	£ 500.00	Children's half term activities
Hook Squash Club	£ 1,000.00	General support
Total	£ 30,096.50	

FINANCE, STRATEGY & RESOURCES (FSR) COMMITTEE

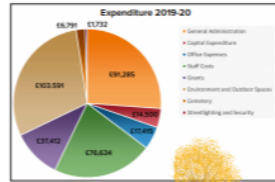
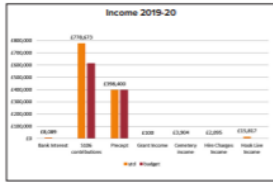
The FSR Committee, consisting of eight Members, meets on the fourth Tuesday of the month. Its functions include the consideration of new policies, developing strategy, monitoring of the actions in support of the Corporate Plan, oversight of the Council's budgets, accounts, investments and internal controls, along with the HR functions of the Council. Hook Parish Council is open and transparent about the way it manages its finances. Information on the way

the Council mitigates financial risk and what it has spent money on can be found on the Council website www.hook.gov.uk/finance. The Council's finances are monitored on a day to day basis by the Responsible Financial Officer. The Council appoints an internal auditor who assesses the Council's compliance with relevant legislation and a further audit is carried out by an external auditor appointed by the Audit Commission.

MONEY MATTERS

The Parish Council receives income through the Precept, an annual sum of money collected with the Council Tax by Hart District Council. In addition, income is received from Cemetery fees, hire of pitches,

Echo Hotel Music Club and developer contributions. Details of the income and expenditure for 2019-20 are shown below



Balance Sheet as at 31st March 2020

LONG TERM ASSETS		
None (see supporting statement below)		0.00
CURRENT ASSETS		
VAT Recoverable	2,254.00	
Cash in hand	110,900.98	
		113,154.98
CURRENT LIABILITIES		
Accruals	(0.00)	
Creditors (unpresented cheques)	(4,635.97)	
		(4,635.97)
REPRESENTED BY- GENERAL FUND		45,475.58
Ongoing Project Budgets:		
Allocation land purchase fund	10,000.00	
Fund for Outside Works	10,000.00	
Surrenden Playing Field Project	16,500.00	
Wimpey Field	10,052.67	
The Parade Project	59.52	
Chapel Lane	2,500.00	
Jubilee Field Drainage Project	1,500.00	
Jubilee Field	1,000.00	
Greener Staplehurst Project	2,000.00	
Balance c/fwd for future budget	7,764.80	
		61,376.99
RESERVES (held on behalf of others)		
Rural Warden Alcohol Project	900.00	
Rural Warden Memory Café	400.00	
Rural Warden Youth Club Project	366.44	
		1,666.44
		108,519.01

Supporting Statement to the Accounts

LONG TERM ASSETS
Assets have been treated as an expense item at the time of purchase for accounting purposes. As at 31.03.2020 the following assets were held:

COMMUNITY ASSETS		
Jubilee Field (Freehold)		0.00
Land between west side of High Street & Chestnut Avenue (Freehold)		0.00
Land north east of Bell Lane (Freehold)		0.00
Land south side of Marden Road, opposite North Down (Freehold)		1.00
Wimpey Field (Freehold)		0.00
Footpath KM312 near of Bathurst Road (Freehold)		0.00
Lease/purchase of Youth Club land from KCC		12,000.00
BUILDINGS (insured replacement values)		
Sectional Building (Surrenden Pavilion)		9,806.89
Jubilee Pavilion		685,603.90
Public Convenience - Bell Lane		93,643.46
OTHER ASSETS (insured replacement value)		
As listed on the Asset Register 31.03.2020 held at the Parish Office		326,436.35
LEASES - As at 31st March 2020 the following Leases were in operation:-		
Lessor	Purpose	Rent
Maidstone Borough Council	Bell Lane Toilets	Peppercorn
Maidstone Borough Council	Surrenden Playing Field	Peppercorn
Kent County Council	Youth Club Land Lease & Purchase	650.00
Staplehurst Parish Council	Jubilee Field Management	5.00
Trustees of Jubilee Field	Lease of land for Guide Centre	5.00
		Expiry
		2028
		2144
		2050
		2035
		2088

PARISH COUNCIL PERSONNEL: 2019-20

Executive Officer / Clerk and Responsible Finance Officer:	Anne Atkins	Parish Council Office Hook Community Centre	
Senior Administrative Officer (Environment & Community)	Marian Bright	Ravenscroft Hook	01256 768687 or 01256 768573
Administrative Officer (Planning)	Annalee Hadfield	RG27 9NN	
Administrative Officer (Community Engagement)	Pam Mercer	Opening hours: 9am - noon Monday - Friday	
Administrative Officer (Finance)	Serena Dolby		
Chairman of Council & Chairman of Finance, Strategy & Resources Committee	Jane Worlock	Emrys House, 17 Driftway Road	07887 502384
Vice-Chairman of Council	Rob Cowell	2 Rookswood Close	07707 532787
Chairman of Environment & Community Committee	Liz Tomlinson	Silver Hawk, London Road	01256 212462
Chairman of Planning & Infrastructure Committee	Jeff Burke	21 Hawthorn Rise	01256 766223
Members	Paul Kinge	11 Bulbs Meadow	01256 764811
	Fergus Kirkham	1 Alderwood Drive	01256 766122
	Barry Myall	23 Lynnwood Gardens	01256 764640
	Jacqui Nabbs	48 Oak Tree Drive	01256 761988
	Verd Nabbs	48 Oak Tree Drive	01256 761988
	Chris Terrey	3 Stable Close	01256 964597
	Les Morrison	29 Mead Hatchgate	01256 762817
	VACANT SEAT		

COUNCILLOR ATTENDANCE AT COUNCIL MEETINGS 2019-20

Councillors	Full Council	E & C Committee	FSR Committee	P & I Committee	Overall Attendance
No of Meetings Held	11	9	8	12	
Jeff Burke	8	N/A	5	10	74%
Rob Cowell	7	N/A	5	11	74%
Paul Kinge	11	9	N/A	12	100%
Fergus Kirkham	7	N/A	1	9	62%
G Miller (resigned 4/11/19)	5 (of 6)	N/A	5 (of 5)	6 (of 6)	94%
L Morrison (co-opted 4/3/20)	1 (of 1)	N/A	N/A	N/A	100%
Barry Myall	10	8	N/A	N/A	90%
Jacqui Nabbs	8	N/A	8	N/A	89%
Verd Nabbs	6	4	N/A	N/A	50%
Chris Terrey	10	9	8	N/A	96%
Liz Tomlinson	10	8	7	10	88%
Ian Warner (resigned 8/1/20)	6 (of 8)	7	N/A	N/A	65%
Jane Worlock	11	N/A	7	N/A	95%

See Website for full details of absences and late arrival

Parish Councillors & Local Contacts at 31st March 2020

Parish Council Chairman - Paddy Riordan

Colin Bowden
Joan Buller
José Castro
Mick Chapman
Sue Forward
David George
Sam Lain-Rose

Helen Miller
John Perry (Vice-Chairman)
Zara Rawlinson
Adele Sharp
Peter Spearink
Natasha Thomas
Catherine Walsh (since resigned)

More information about Parish Councillors is available on the Parish Council's website at www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/parish-councillors/

Parish Clerk MICK WESTWOOD* 01580 891761
Email: clerk@staplehurst-pc.uk

Deputy Clerk and Finance Officer DEBORAH JENKINS 01580 891761
Email: deputyclerk@staplehurst-pc.uk

Parish Support Officer JEAN TERRY 01580 891761
Email: admin@staplehurst-pc.uk

Parish Caretaker PAUL NYAHWA (contact via Parish Office) 01580 891761

Police Community Support Officer PETE GARDNER 101
Email: peter.gardner@kent.pnn.police.uk

KCC Community Warden MIRA MARTIN 07969 584179
E-mail: mira.martin@kent.gov.uk

Member of Parliament HELEN GRANT 0207 219 7107
Email: helen.grant.mp@parliament.uk

Kent County Councillor ERIC HOTSON 01580 892312
Email: eric.hotson@kent.gov.uk

Maidstone Borough Councillor JOHN PERRY 07770 734741
Email: johnperry@maidstone.gov.uk

Maidstone Borough Councillor LOUISE BRICE 07817 362860
Email: louisebrice@maidstone.gov.uk

Parish Office, Staplehurst Village Centre, High Street, Staplehurst TN12 0BJ
www.staplehurst-pc.uk | www.facebook.com/StaplehurstPC/

* From 01/06/20: NICOLA IDESON

6.1 Articles

Wimpey Field – DG

Battle of Britain (reference to plane crash, Paths named...) – PS

Operation “Diver” – PS

Sport section (different clubs and sports) – PR

Old names – JC

Climate – JC

Toponymy – JC

Rambling Routes – DG

7 Website content

Hi Jose

Please find attached content from our website and Facebook, which all need updating .
We should really be publishing the same information on all platforms.

The other pages that need more content or updating are:

Annual Parish Meeting: needs a description and why we have one.

All Council Groups are the descriptions up to date and accurate.

The Employment Group should there be meeting notes I have noticed that other PC's publish theirs.

Kind regards

Jean Terry
Parish Support Officer

Website home page

Staplehurst Parish Council is the first tier of local government and was first elected in 1894, with 15 places for Councillors. Since 1894, we have had 18 Chairmen and 9 Parish Clerks. We currently have 15 Councillors whose term of office runs until May 2023.

The Parish Council represents the local community, delivers services to meet local needs and aspires to improve quality of life and community well-being. However, parish councils are limited in what they are able to do, which is set out within legislation.

Staplehurst Parish Council meets every three weeks. The next meeting dates are shown at the top of this article. Please see the Parish Council Meetings page of this website for subsequent dates. Meetings are open to the public and press, except on very rare occasions when an item may be designated as confidential.

Website Local Info

Nestling in the Weald of Kent (the south east County of England, commonly called 'The Garden of England'), Staplehurst lies within easy reach of London to the north west and Dover to the East. The area has become more populated and commercialised because of the Channel Tunnel and its link to London and beyond. The A229 through Staplehurst is the primary route connecting Maidstone in the north with the southern seaside town of Hastings. Maidstone is the County Town of Kent. Parts of the surrounding countryside still include hop gardens & the oast houses that process the hops.

Facebook Additional information

Staplehurst lies on a Roman road. Villages were late in coming to the Weald, where isolated dens, or pig pastures, expanded into small farms and then into hamlets. It was the presence of the church, probably built about 1150, which attracted people to one particular hamlet called Staplehurst, which means Post Wood.

By 1232 Staplehurst was paying taxes. Its inhabitants were farmers and foresters until King Edward I invited the Flemings to settle in Cranbrook in 1237 to teach the English how to process wool. From Cranbrook the cloth industry spread until it influenced most Wealden villages, including Staplehurst. The wealth thus generated was built into the solid timber houses of the Staplehurst clothiers and yeomen. In 1565, when a census of communicants was taken, the population was about 750. The woollen industry collapsed in the Weald about 1650, and though linen weaving and threadmaking took its place, such general prosperity never occurred again.

The first Census in 1801 recorded the population as 1220. By 1831 it was 1,484, with 50 labourers permanently unemployed, and by 1861 the population had risen to 1,695, in spite of whole families emigrating to America, Australia and New Zealand.

Staplehurst was lucky to be on the South Eastern Railway's route from London to Dover, which provided that escape to the outside world which roads had not given. The first commuter of note was Henry Hoare the Fleet Street banker, who settled at Iden in the 1840's. He restored the church in 1853. Lesser commuters bought houses built along Station Road, Marden Road and Headcorn Road in the 1890's.

The population stayed below 2000 until 1961, but more than doubled in ten years reaching 4,550. New estates of starter homes were built in the middle of the village, altering its shape from ribbon to pear. By 1981 the parish population was estimated at 5,900 and was 5,786 in the 1991 Census. At the millennium the population rose again with the building of a new estate of 152 houses. It has four churches, a library, a small supermarket, a Health Centre, dentists, shops, public houses and an industrial estate. It has a village sign and a Village Community Centre.

8 Freedom of Information Model Publication, Policy, and Request Form

Hi Jose

Just before Mick left, he started to review our model publication, which we are required by law to publish and hadn't been reviewed for some time. It's currently not on our website as it was out of date.

I've picked up the review and made a few tweaks to the Model Publication Scheme.

In reviewing other Council's approaches, I think it is useful to have a Policy and a Request Form to help anyone making a request. I've prepared a policy document and added the request form to the bottom of the Policy document.

Please can the Communications Group,

- a) Review the documentation and make and recommendations for change if you feel it's necessary
- b) Then via your group, submit to Full Council for adoption.

I know it's short notice, but if possible could you add it to the Group's agenda for the 11th Feb, that way I could potentially get it on the agenda next Monday and to the next Full Council on the 22nd.

Thanks in advance.

Kind regards

Alison

Alison Smith

Clerk to Staplehurst Parish Council