

# STAPLEHURST PARISH COUNCIL

## COUNCIL MINUTES

### 11<sup>TH</sup> MARCH 2024

#### **Public Forum**

A resident raised concerns about the length of time the Youth Club had been closed – keen to get back to their regular sessions. The Frustration is shared by Cllrs – waiting for the contractor to start.

A resident raised a number of points:

- the point about including the “Weavers Cottages” in the potential extension of the Conservation Area. (has already been included for discussion in item 6.5.)
- Resident Survey should have mentioned the Community Centre as the biggest community infrastructure project in the Parish.
- Library User Group have discussed the point raised by Cllr Parfitt-Reid about local management of libraries – very concerned about potential closure, the community group could not do it, it would require Council support.

#### **Borough Councillor’s Report (Standing Item):**

Cllr Perry raised a number of points;

- MBC have a sound financial position, however some concerns moving forward i.e. cost of Temporary Accommodation for instance
- Also seeking an EGM to consider the MBC Local Plan

Cllr Riordan raised several points;

- The Consultation on the various Conservation Areas has been well received
- The parade – brick work should be starting 18<sup>th</sup> March 2024 – three weeks
- Chasing “waste Crime” enquiries
- Raised the point of persistent parking on Green Areas

#### **County Councillor’s Report (Standing item):**

Cllr Riordan – read out some comments from Cllr Parfitt-Reid on KCC Budget challenges: Adult Social Care, Childrens Services (closure of Marden Childrens Centre) Roads / Pot holes

Clerk to chase up Tovil Tip and Pot Holer Blitz.

**Present:** Cllrs Riordan, Ash, Pett, Hotson, Perry, Martin, Alesi, Mclaughlin, Eerdeken, Castro, Sharp, Farragher and the Clerk.

**1. APOLOGIES:** Cllr Arger

Absent – Cllrs Ahmed and Mclean

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

**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 – Cllrs Alesi, Sharp and Castro item 4.4, Cllrs Perry and Riordan item 6.6 and Cllr Sharp, Farragher and Hotson item 6.4
- 2.4. Requests for Dispensation - Cllrs Alesi, Sharp and Castro item 4.4, Cllrs Perry and Riordan item 6.6 and Cllr Sharp, Farragher and Hotson item 6.4 requested dispensation to speak and vote – Cllr Mclaughlin proposed and Castro seconded to approve – agreed unanimously

**3. APPROVAL OF FULL COUNCIL MINUTES:**

Pages 2198 – 2202 19th February 2024 available at ([staplehurst-pc.uk](http://staplehurst-pc.uk)) Cllr Ash proposed and Cllr Eerdekenes seconded to approve the minutes – agreed Majority; For 11, against 0 abstained 1 Duly signed by Councillor Riordan

**4. FINANCE REPORTS & PROPOSALS****4.1 Payment list**

Cllr Riordan proposed and Cllr Hotson seconded to approve the payment list below– agreed unanimously

<u>Approved Payments 14th February - 6th March 2024</u>	<u>Amount</u>
JBH Refurbishments Ltd - Youth Club Building Work 30% Deposit	1,937.88
Lehane Property Maintenance - Bell Lane Toilet Door Repairs	55.00
Signs of Cheshire Ltd - Parish Noticeboard 2/2	1,263.00
Kingsfords Solicitors - Lease Surrender JFMC	785.20
P&F Cleaning Services - Bell Lane Toilets Clean/Open/Sun Feb	995.00
Paxman Printing - Spring Update & Artwork	888.00
Payroll & Pension Costs - February	7080.87
Staplehurst Community Centre - Office Rental Jan-Mar	1,050.00
Staplehurst Community Centre - Room Hire Jan-Mar+ October EGM	390.00
Castle Water - Youth Club Water January	7.19
Worknest Ltd - HR Support	645.00
JBPH Contractors Ltd - Blocked Drain Bell Lane Toilets	150.00
Streetlights - Install LED Lights Nicholson Walk	2,100.00
Choice Support - Planter Maintenance February	410.80
Hugofox Limited - Silver Subscription March	23.99
Adobe Systems - Monthly Subscription Feb-Mar	19.97
BT - Broadband & Phone Charges Feb-Apr	223.80
Telecoms World - Virtual Phone No. SEHT	11.99
Npower - Street Light Energy January	145.81
British Gas Lite - Parish Office Electricity Jan-Feb	207.69
Countrystyle Recycling - Waste Collection January	76.85
British Gas Lite - Bell Lane Toilets Electricity Jan-Feb	35.02
British Gas Lite - Surrenden Pavilion Electricity Jan-Feb	37.64
Sage Payroll - March	9.60
Arron Services Ltd - Hosted Exchange March	271.32
<b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>	<b>18,821.62</b>
<b>TOTAL PETTY CASH EXPENDITURE</b>	<b>2.50</b>

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

## 4.2 Summation and Balance sheet

Noted

## 4.3 Contracts for approval

Following a debate Cllr Hotson proposed and Cllr Ash seconded to approve the resolution below – agreed unanimously

**Resolution:** To consider the recommendation of Employment, Finance and Strategy Group to approve the contracts

- Computer serving – Arron Services £650
- Water at Bell Lane Toilet – Business Stream - £565
- Sani-bin maintenance at Bell Lane Toilets – Eco-sani Ltd - £95
- Wimpey Field water – Business stream - £150
- Surrenden Field Water - Business Stream - £300
- Website silver subscription – Hugo Fox Ltd - £239.88

(Budget Code various)

## 4.4 SEHT Grant application

Following a debate, where the Clerk confirmed that the Council insurance could cover the group with interim insurance until SEHT had their own insurance Cllr Riordan proposed and Cllr Eerdekenes seconded to approve the resolution below – agreed by majority; For 11 against 0 and Abstained 1.

**Resolution:** To consider the recommendation of Employment, Finance and Strategy Group to approve a grant of £1,000 to Staplehurst Emergency Help Team

(Budget Code – Grants and Donations)

## 4.5 Hen and Duckhurst Allotments

Following a debate which highlighted minor amendments on the Transfer Document and Tenancy Documents. Cllr Mclaughin proposed and Cllr Ash seconded a motion to delegate to the Clerk in consultation with the Chairman and Cllr Pett the final amendments to the Transfer Document (Appendix A) and the Tenancy Document (Appendix B) – approved unanimously.

Following a debate which highlighted the need for allotments in Staplehurst, the long term desire to have allotments plus the preference for water troughs Cllr Eerdekenes proposed and Cllr Farragher seconded resolution below – agreed unanimously

**Resolution:** to approve;

- i. to delegate to the Clerk in consultation with the Chairman and Cllr Pett the final amendments to the Transfer Document (Appendix A) and the Tenancy Document (Appendix B) the Transfer document in **Appendix A** and the Allotment Tenancy Document in **Appendix B**
- ii. purchase 8 plot markers, estimated £30
- iii. approve the installation of 2 water troughs instead of 2 standpipes and cap the third standpipe – for a fee up to £1,247 + vat

(Budget – Allotments Earmarked Reserves)

## 5. 4.6 Jubilee Field Working Group report

Following a debate which highlighted the group had strived for three quotes for 30 internal doors and part of the long term maintenance, but only be able to obtain 2 quotes, Cllr

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

Eerdeken's proposed and Cllr Mclaughlin seconded to approve the resolution below – agreed by majority; For 11 against 0 and Abstained 1.

**Resolution:** To consider the Jubilee Field Working Group recommendation to approve;

- i. Football Five Star use of Jubilee Field, £2.50 per head
- ii. Approve the appointment of Fagg to paint the pavilion internal doors for a fee of £2,850 plus VAT

(Jubilee Field Budget Code)

## **5 CLERKS REPORT ON OUTSTANDING MATTERS**

Clerk raised some the purchase of a trial Cleaner for Bus Shelter £8.20 – report back on how effective it has been

Street lights at Nicolson Walk have been fixed.

Clerk also raised item 2180/43 installation of Parish Noticeboard - three quotes have been obtained and £650, £650 and £320 (Hartlake) therefore seek Council approval to appoint Hartlake at £320 plus VAT to install new Parish Notice Board.

Cllr Eerdeken's proposed and Cllr Riordan seconded to appoint Hartlake to install Parish Notice Board £320 plus VAT.

Cllr Eerdeken's asked about the Sainsbury Shuttle Bus – Clerk has requested usage data.

## **6 PROPOSALS FOR DISCUSSION and DECISION**

### **6.1 Standing item – 3G Multi-Sport pitch update**

Following a debate where the strengths and weakness of the management options were discussed – the general feeling was it would be better if there was one contact / contractor for the site.

The option of the tree survey / maintenance should be flexible as it is part of the Parish Wide Tree Survey.

Cllr Hoston raised the point about the limited number of Cllrs attending the 3G group meetings, this is the Parish Council's biggest project and more input from the Council members is required. We are considering contracting out the Council's biggest asset. Cllr Hotson requested a named vote.

Cllr Eerdeken's proposed and Cllr Farragher seconded option B  
For 7 (Cllrs Eerdeken's Farragher, Mclaughlin, Ash, Riordan, Perry and Martin)  
Against 4 (Cllrs Hotson, Pett, Sharp and Alesi)  
Abstained 1 (Cllr Castro)

**Resolution:** to approve the long term management **Option B - Whole site**

- 3G pitch and Pavilion
- Main grass pitch (note SMFC do extra work to keep to SCEFL standards)
- New junior pitch
- General grounds maintenance
- Skatepark (events)
- Car park

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

Parish Council retain Tree Survey and Tree management as part of Parish wide contract plus boundary ditches  
(Excluding Girl Guides Centre due to separate lease)

Following a further debate, Cllr Eerdeken proposed and Cllr Mclaughlin seconded to approve the resolution below – agreed by majority; For 9, Against 1 and 2 Abstained

**Resolution:**

- Council to draft a management bid
- Develop an Expression of Interest form and documents for the next Council meeting
- Reconfirm that we are following the Football Foundation Project Management framework – summarised in **appendix B** and set out in the report.

## **6.2 Review of GDPR policies**

Following a debate Cllr Eerdeken proposed and Cllr Ash seconded to approve the resolution below – agreed by majority; For 10 against 0 and Abstained 2.

**Resolution:** To consider the recommendation of Employment, Finance and Strategy Group to approve the following GDPR policies;

- i. Breach Notification Policy – Appendix A
- ii. General Privacy Policy – Appendix B
- iii. Internal Privacy Policy – Appendix C
- iv. CCTV Policy – Appendix D
- v. Document Retention and Dispersal policy – Appendix E
- vi. Subject Access Request Policy – Appendix F
- vii. Adopt a more standard Policy Style as shown in report

## **6.3 Housing Needs Assessment 2023**

Following a debate which emphasised that the report provided evidence for many of the arguments we have been making over the years regarding housing mix and need especially. It will be valuable for the NDP Review and Planning Committee comments. The report was welcomed.

## **6.4 Council IT Review**

Following a debate which highlighted the importance of reliable WIFI via a cable in meeting rooms and although this has been discussed for some time we need to formally write to the Staplehurst Community Centre, Cllr Farragher proposed and Cllr Ash seconded to approve the resolution below – agreed unanimously.

**Resolution:** To;

**a)** write to Staplehurst Community Centre Trust to;

- i. confirm if they are going to install independent WIFI for public use to the South Hall, and if so by when?  
Or
- ii. Could the Parish Council connect the WIFI from the Parish Office via cables along the outside wall of the Community Centre and then into the South Hall and fit a WIFI box in the South Hall for Parish Council use only

**b)** Council to research alternative venues for Council meetings

## **6.5 Draft Staplehurst Conservation Area Appraisal and Management Plan consultation report**

Following a debate, where Cllrs were asked to forward any comments on the Non-Designated Heritage Asset list to the Clerk by Thursday 14.3.2024 12noon, Cllr Riordan proposed and Cllr Ash seconded to approve the resolution below – agreed unanimously  
Signed by Chairman.....Date.....

**Resolution:** To submit the Staplehurst Parish Council feedback report, as attached in **Appendix A** of this report, to Maidstone Borough Council on the draft Staplehurst Conservation Area Appraisal and Management Plan 2024

Cllr Martin proposed and Cllr Sharp seconded to recommend to suspend Standing Orders and extend the meeting by 30minutes – agreed unanimously

## **6.6 Lodge Road Link Road**

The Council noted the Planning Enforcement response and await the revised planning application for the remaining Lodge Rd with interest.

## **6.7 Summer Events 2024**

Following a debate Cllr Riordan proposed and Cllr Sharp seconded to approve the resolution below – agreed Unanimously.

**Resolution:** to approve the following events in 2024

- MVCP – Bio Blitz – 29<sup>th</sup> May – Wimpey Field
- SCEG 5K and 10K RUN - approx. 8am to 1pm Sunday 26th May
- D-Day 80<sup>th</sup> Anniversary – 6<sup>th</sup> June SCEG organise in Surrenden Field
- SCEG SUMMER FETE Saturday 29th June - 8am to 6pm
- Skate Jam – 30th July – Jubilee Field Skate park run by Rubicon
- Family Funday – first week of August in Surrenden Field (Youth Services) – date to be confirmed
- Theatre in The Park - 21<sup>st</sup> August – Parkwood Theatres
- We are currently waiting to firm up Playscheme dates as well – End of July early August – which is based in the primary school but links in with Wimpey Field.

Following a debate which highlighted the concerns from previous Fun Fairs in the Parish and concluded that we should not allow Fun Fairs on Parish land, i.e. Surrenden Field or Jubilee Field, Cllr Eerdeken proposed and Cllr Riordan seconded to approve the resolution below – agreed Unanimously.

**Resolution** To not allow a Fun Fair on Parish Land in 2024

## **7 CORRESPONDENCE & PARISH ISSUES for decision or noting:**

Note a series of emails and requests for yellow lines to address the “commuter parking” around the village side roads. Notably Limes Trees, Poyntell Rd and Cornforth Close among others.

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

### **8.1 Chairman’s Report**

The Chairman raised a number of points

The “emergency water expires in May 2024” confirmed that other organisations can use the water and we will be re-stocked.

Requested the Fire and Electrical Certificate for the Staplehurst Community Centre as we have staff offices and meeting in the building.

The Community Payback Team – last weekend for some time – relocated the planters in the Parade area.

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

8.2 Committee and working group minutes for noting

8.2.1 Planning Committee minutes of 26<sup>th</sup> February 2024

8.2.2 Road Safety Group meeting minutes 22<sup>nd</sup> February 2024

8.2.3 SCEnic meeting minutes 11<sup>th</sup> January 2024 and 29<sup>th</sup> February 2024

As soon as we know the date of the works organise a "working party to move equipment and tidy up the Youth Club"

8.2.4 Communications Group minutes meeting 5<sup>th</sup> March 2024 to follow

8.2.5 3G multi-sports pitch working group meeting minutes 15<sup>th</sup> February 2024

8.2.6 NDP Review Group minutes 31<sup>st</sup> January 2024

8.2.7 Employment, Finance and Strategy Group meeting minutes 13<sup>th</sup> February 2024

8.2.8 Jubilee Field Working Group meeting minutes 12<sup>th</sup> February 2024

8.2.9 Greener Staplehurst Group meeting to be confirmed

**9 REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting) - No items**

**10 URGENT MATTERS**

Cllr Riordan raised the issue that he had been lobbied by the Under 5 Playground regarding use of the Staplehurst Community Centre – Noted.

Meeting closed.....10pm.....

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