

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL HELD AT 7.30 P.M. IN SOUTH HALL, COMMUNITY CENTRE ON MONDAY 27 JUNE 2022

PRESENT: Cllrs. Buller, Castro, Hotson, McLaughlin, McLean, McPhee, Perry (From item 2022/06/20), Riordan, Skinner (until item 22/06/23) & Sharp

ALSO PRESENT: Mrs K Bell (Locum Clerk) & 1 resident

APOLOGIES: Cllr. Spearink

ABSENTEE: Cllr. Clifton

The Chairman opened the meeting and welcomed all present.

Public Forum: A resident spoke about the difficulty experienced by patients trying to access services at Lloyds Pharmacy in Staplehurst.

2022/06/14 APOLOGIES: It was proposed, seconded and:
RESOLVED: That the apologies received from Cllr Spearink (unwell) would be approved. **Unanimous**

2022/06/15 COUNCILLOR DECLARATIONS: There were none

2022/06/16 NOTIFICATIONS OF LOBBYING: There were none

2022/06/17 REQUESTS FOR DISPENSATIONS: There were none.

2022/06/18 COUNCILLOR VACANCIES: MBC had advised that the vacancies could be filled by co-option. It was noted that information had been put on social media and on the website but so far no expression of interest had been received.

2022/06/19 MINUTES: It was proposed, seconded and:
RESOLVED: That the minutes of the meeting held on 06 June 2022 be signed as a correct record of the proceedings. There were no matters arising which had not been included elsewhere on the agenda. **Unanimous**

2022/06/20 REPORT FROM COUNTY COUNCILLOR, BOROUGH COUNCILLOR, POLICE REPRESENTATIVES AND COMMUNITY WARDEN
2022/06/20.1 County Councillor: No report
2022/06/20.2 Borough Councillor: Report from Cllr Perry had been copied to members and noted with interest. Attention was drawn to the following:

- Surgery held on 25 June 2022: Concerns raised included council tax bands, parking issues, the possibility of extending yellow lines, neighbour disputes, restoration of litter bin in Bell Lane and a blocked drain in Bathurst Road.

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- Planning: MBC had refused to grant planning permission for the redevelopment of Staplehurst Service Station.
- Proposed solar farm at Eckley Farm, North of Little Cheveney Farm, Marden. Whilst the site was located within the Parishes of Marden and Collier Street there was the potential for Staplehurst to be impacted. SPC would monitor.

2022/06/20.3 PCSO Monthly Updates for May and June 2022: Forwarded to members and noted with interest. It was further noted that the PCSO would be on leave until the end of July. Members expressed their disappointment that cover appeared not to have been arranged in Staplehurst for this period of absence and this would be conveyed to Kent Police.

2022/06/20.4 Community Warden Report June 2022: Forwarded to members and noted with interest

2022/06/21 FINANCE REPORTS & PROPOSALS

2022/07/21.1 Financial Transactions: It was proposed, seconded and **RESOLVED:** That the following transactions would be approved. **Unanimous**

30/05/2022	BP	Iden Business Services (Assisting with sage & end of year)	175.00
30/05/2022	DD	Npower - street lighting	77.16
30/05/2022	BP	GDPR Info Ltd - DPO Retainer	350.00
30/05/2022	BP	Mark Ballantyre (CCTV Surrenden Field)	684.23
01/06/2022	SO	Aaron Services - Hosted Exchange Services	214.32
01/06/2022	DD	MBC NNDR318342X	72.00
01/06/2022	DD	MBC NNDR3088128	62.00
07/06/2022	DEB	Argos - Equipment for Youth Club	30.95
08/06/2022	DD	Sage - Payroll Software	8.40
14/06/2022	DD	Business Stream – Water	60.54
Total Payments			1,734.60

01/06/2022		KCC Payment Account	1,000.00
Total Receipts			1,100.00

2022/06/21.2 Late Payments for approval: There were none

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2022/06/21.3 Bank reconciliation as at 31.05.22: It was reported that the bank balance at 31 May 2022 was £186,649.23 and that the bank reconciliation statement was to follow. Attention was drawn to the healthy bank balance. Following a discussion, it was proposed, seconded and:

RESOLVED: That the Locum Clerk would obtain details of reserves accounts such as Cambridge Building Society's Council Saver Account and the Hampshire Trust Fund for consideration at a future meeting by the Finance and Strategy Group.
Unanimous

2022/06/21.4 2021/2022 Audit: It was reported that the Accounting Governance and Accounting Report for 2021/2022 had been forwarded to the external auditor together with supporting documentation

2022/06/21.5 Funding Requests

2022/06/21.5.1 Royal British Legion: It was proposed. Seconded and

RESOLVED: That SPC would make a donation of £100. It was noted that SPC's donation would be doubled by General Lord Dannatt's National Emergencies Trust Local Action Fund.

Unanimous

2022/06/21.5.2 Victim Support: It was proposed, seconded and:

RESOLVED: That the request would be declined on the basis that SPC had already made a financial contribution this financial year

Unanimous

2022/06/21.6 Purchase of Two Way Radio: Members considered the purchase of 8 x two-way radios at the approximate cost of £260.00 for use at the Remembrance Parade and at other village events. Following a discussion, it was proposed, seconded and:

RESOLVED: That the purchase of the 8 x two-way radios would be approved

By Majority (1 abstention)

2022/06/21.7 KALC Award Celebration: This item was deferred to a future meeting.

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2022/06/21.8 Youth Club Hub - Room Hire Charges: It was reported that now that the Youth Club Hub had reopened there was a potential small revenue stream available to SPC in room hire charges which could be used to offset some of the ongoing costs which included insurance, NNDR, cleaning, maintenance and administration. It was further reported that besides the Youth Club, the Bridge Club and Men's Shed were also using the premises and interest had been shown from other community groups and organisations. This being the case members considered a fee and charging policy. Following a discussion, it was proposed, seconded and:

RESOLVED: That the Bridge Club would be asked to pay 75% of their receipts and the Men's Shed would be asked to pay an amount equivalent to cover cleaning costs. **Unanimous**

It was further

RESOLVED: That a formal fees and charging policy would be considered at a future meeting together with VAT implications. **Unanimous**

2022/06/21.9 Green Spaces

2022/06/21.9.1

Village Planting: It was proposed, seconded and:

RESOLVED: That funding of £400.00 would be made available towards the purchase of plants (£200), water hose (£50), water butts x 2 £100 and weed suppressing membrane £100). **Unanimous**

2022/06/21.9.2

2nd water butt at the library: It was proposed, seconded and:

RESOLVED: That SPC was supportive of the installation of a 2nd water butt subject to the necessary permissions being obtained from the landowners. **Unanimous**

2022/06/21.10 Bank Signatory Mandate: Following a discussion it was proposed, seconded and:

RESOLVED: That former Clerk Alison Smith would be removed from the mandate as the account administrator. **Unanimous**

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It was further

RESOLVED: That new Clerk Richard Griffiths would be added to the mandate as the account administrator.

Unanimous

It was further:

RESOLVED That Cllr. Kelly would be added to the mandate to authorise financial transactions.

Unanimous

2022/06/22 CORRESPONDENCE AND PARISH ISSUES

2022/06/22.1 Youth Club Update:

- Cllr. McPhee reported that the Youth Club continued to gain popularity amongst the village youth with new people attending each week. He further reported that the KCC Youth Workers were a great asset and that they were applying for internal KCC funding.
- Thanks were extended to Cllr Maclean who had secured funding of £1,000 from the Arnold Clark Community Fund.

2022/06/22.2 3G Pitch proposal for the village

2022/06.22.2.1

Update: Cllr Riordan provided an update on latest developments and drew attention to the following

- SPC had been asked by the solicitor to provide a copy of the constitution for the Jubilee Field Management Committee dated 15 March 1985.
- A new management plan was required. This would be prepared by SPC.
- New Trustees needed to be appointed and registered with the Land Registry
- VAT implications were to be considered by the council
- A management team would be appointed to oversee the project.
- The Football Foundation were committed to assisting SPC in delivering the facility to Staplehurst.

Following a discussion, it was proposed, seconded and:

RESOLVED: That the project would be considered at the July and August Meetings in order for timely council decisions to be made thus enabling the project to proceed.

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2022/06/22.2.2

Staplehurst Sport & Leisure

Consultation: It was reported that a very useful and engaging meeting had been held on 20 June 2022 between SPC representatives and MBC. It was noted that at this stage MBC was only liaising with organised groups and parish councils and that the plan moving forward was for feedback from each forum to formulate a report that hopes to capture the themes and comments from all five forums. This will then set the direction of the next phase of information gathering and planning for MBC.

2022/06/22.3 Management Plan for Wimpey Field Nature Reserve: It was reported that MVCP recently placed out more pairs of reptile refugia for a new reptile survey along with walking a bird and a butterfly transect. All the data from these survey sessions would be included in the new Wimpey Homes Nature Reserve Management Plan which SPC had commissioned. It was noted that the new plan would be with SPC for review in the early autumn. It was further noted that the pond had been surveyed and water samples taken for eDNA analysis, that both Great crested and EFFs (baby newts) had been seen terrestrially on site and in the water this year and that the BioBlitz event would take place on 10 August 2022.

2022/06.22.4 Tree Condition Report: It was reported that the tree condition report had been received and that a copy of the full document was available for perusal in the Parish Office. It was noted that copied to members were the issues which had been identified by the arboriculturist as being a “moderate risk”. Following a discussion, it was proposed. Seconded and:
RESOLVED: That quotations would be obtained for the “moderate risk” items for consideration at a future meeting. **Unanimous**

2022/06.22.5 WI Tree Planting (11.06.22): It was reported that the event had been well attended and that after the tree planting had taken place there was a small reception at the youth Club Hub when Cllr McPhee who was representing SPC gave a speech. It was noted that an email of thanks had been received from the WI.

2022/06.22.6 Lloyds Chemist and Malling Health Centre: Members discussed the current difficulty experienced by residents in accessing services. Following a discussion, it was proposed, seconded and:

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RESOLVED: That SPC would engage with Lloyds Chemist and Malling Health Centre in order to ascertain and understand the problems and to have a dialogue on how SPC could help and be part of a solution. **Unanimous**

It was further

RESOLVED: That Cllr. McPhee would liaise with Lloyds Pharmacy, that Cllr. Sharp would liaise with Malling Health Centre and that the Locum Clerk / New Clerk would liaise with the Head Office of the Malling Health Centre.

It was noted that SPC wanted very much to be part of a solution to improve the services provided to local residents and was not critical of either Lloyds Chemist or Malling Health Centre.

Cllr. Skinner left the meeting at this point

22/06/23 PARISH COUNCIL REPORTS

22/06.23.1 Locum Clerks Report

- The date for the September Village Clear Up was confirmed as 10/11 September. Cllr. Kelly agreed to be present.
- The Locum and permanent staff had commenced a handover with the new Clerk who would be taking up post on 11 July 2022.
- SPC had been thanked for arranging for the coping bricks to be neatly refixed at the footpath retaining wall next to All Saints Church entrance.
- General Parking issues in and around Staplehurst had been referred to the KHS Safety Schemes Team.

22/06.23.2 Chairmans Report: Cllr Riordan reported and drew attention to the following

- A very positive meeting had been held between SPC representatives and the Football Foundation regarding the all-weather sports pitch.
- The closure of High Weald Academy remained an issue of concern. Cllr Riordan was lobbying for a secondary school in or closer to Staplehurst.
- He was delighted that the Youth Club had reopened so successfully.
- He thanked the Community Payback team and Men’s Shed who had done some splendid work at the Youth Club Hub helping to get it ready for opening on 14 June. The Golf Club who had offered to provide a defibrillator for the youth Club Hub. It was noted that power points and work surfaces had been installed in the Youth Club Hub which provided a computer station.

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- Meetings attended included MBC Sports & Leisure, GSG, Football Foundation, Youth Club, Scouts AGM, naming ceremony at the Jubilee Pavilion, Employment Group and he and a resident had met with County Cllr Parfitt-Reid to tour Staplehurst reviewing highways issues.
- Iden Signs were to supply signage thus enabling the Field cameras to be installed.
- The 2022/2023 meeting schedule had been circulated to all.

22/06/23.3

Communications: Cllr Castro reported and drew attention to the following:

- The minutes from the meeting held on 26 May 2022 which had been copied to members were received and noted. It was noted that the next meeting would be held during week commencing 27 June.
- The Annual Report was being prepared; good quality article contributions from members were welcomed.
- The logo survey had generated 68 valid responses which many good ideas
- The KALC Award Presentation and Volunteer event would be taking place in early September. It was noted that approximately 60 people would be attending plus councillors and that it was unlikely that additional council funding would be required. Further information to follow.

22/06/23.4

Road Safety Group; Cllr Sharp reported and drew attention to the following

22/06/23.4.1 Report from Group: The minutes from the meeting held on 09 June 2022 which had been copied to members were received and noted.

22/06/23.4.2 2022/2023 Highway Improvement Plan (HIP): This had been forwarded to KHS who had acknowledged receipt.

22/06/23.4.3 Automatic Number Plate Recognition (ANPR): Kent Police had confirmed that they would proceed and advise when works would begin. Cllr. Sharp was thanked for progressing this issue.

22/06/23.5

Staplehurst Neighbourhood Plan Review Group: Cllr Sharp reported and drew attention to the following:

- The minutes from the meeting held on 15 June 2022 which had been copied to members were received and noted.
- The Dickins Gate developer had offered to fund the cost of a Speed Indicator Device (SID) to be used at various locations including Marden Road, Headcorn Road and Pope Drive. SPC would be consult with residents.

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22/06/23.6 Greener Staplehurst Group: The minutes from the meeting held on 09 May 2022 which had been copied to members were received and noted. It was noted that the minutes from the meeting held on 20 June 2022 had not yet been received and that ~Ecology Day event which had been held on 14 May was a success and would be repeated in 2023.

22/06/23.7 Community Resilience: The information from MBC and the EA which had been copied to members was received and noted. It was further noted that the information had been published on the council's website and Facebook.

22/06/23.9 Planning: The draft minutes from the SPC Planning Committee held on 13 June 2022 which had been copied to members were received and noted. No questions were asked of the Committee Chairman

22/06/24 REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS
Ukrainian Get Together: Cllr Castro reported that the event held on 25 June 2022 had been well attended and that the host families were being incredibly supportive and generous to their Ukrainian guests. The need for English lessons was highlighted together with SPC possible funding the cost of Ukrainian children to attend the summer playscheme.

22/06/25 REPORTS FROM COMMUNITY GROUPS: There were no reports.

22/06/26 URGENT MATTERS: There were none

22/06/27 MATTERS FOR THE NEXT AGENDA
Help for Staplehurst's Ukrainian guests such as SPC funding the cost of Ukrainian children to attend the Playscheme, English as a second language lessons and employment opportunities for our Ukrainian guests who were eager to work.

It was proposed, seconded and:

RESOLVED: That Standing Orders be suspended in order for the meeting to continue beyond the time permitted.

22/06/28 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).

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Staffing Issues

Caretaker – cover arrangements for the period 20.07.22 – 25.08.22 approved.

RFO – Extended compassionate and sick leave approved

Locum RFO - The Locum RFO had indicated that she might be able to stay on with SPC for a few more weeks and handover to the RFO.

Locum Clerk – Following a handover to the new Clerk she was due to leave shortly after 11.07.22 but was available until early August.

New Clerk: The pre-employment checks had been completed and the new clerk was due to take up his employment with the council on 11.07.22.

22/06/29 **DATE AND TIME OF NEXT MEETING:** Confirmed as 18 July 2022 at 7.30 p.m.

There being no additional business; the meeting concluded at 21.45 hours

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