

MINUTES OF THE ANNUAL MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 13th May 2019 at 7.30 p.m.

PRESENT: Councillors Bowden, Buller, Chapman, Forward, Lain-Rose, Langmaid, Miller, Perry, Rawlinson, Sharp, Spearink, Symes, Thomas, Walsh and Riordan who was in the Chair. Also present for the election of Chairman: retiring Chairman Tom Burnham.
Parish Clerk: Mr MJ Westwood

APOLOGIES: None – all councillors present.

ELECTION OF CHAIRMAN: Followed by signing of Declaration of Acceptance of Office of Chairman. Chairman Burnham invited nominations for the position of Chairman. Councillor Riordan was proposed by Councillor Langmaid, seconded by Councillor Spearink. Councillor Lain-Rose was proposed by Councillor Buller, seconded by Councillor Forward. Both candidates accepted their nomination and explained why they wished to be chairman. Proposed by Councillor Lain-Rose, seconded by Councillor Sharp, Councillors RESOLVED to vote by signed ballot in accordance with standing order 3.19. Votes cast were: Councillor Riordan – 9; Councillor Lain-Rose – 6. In accordance with standing order 3.19 Councillor Lain-Rose requested that the voting be recorded: for Councillor Riordan – Councillors Chapman, Langmaid, Miller, Rawlinson, Riordan, Sharp, Spearink, Thomas, Walsh; for Councillor Lain-Rose – Councillors Bowden, Buller, Forward, Lain-Rose, Perry, Symes. Being duly elected, Councillor Riordan signed the declaration of acceptance of office and took the chair of the meeting. He thanked councillors for their support and extended special thanks to retiring chairman Tom Burnham and all retiring councillors.

ELECTION OF VICE CHAIRMAN: Chairman Riordan invited nominations for the position of Vice-Chairman. Councillor Perry was proposed by Councillor Spearink, seconded by Councillor Langmaid. Councillor Lain-Rose was proposed by Councillor Buller, seconded by Councillor Bowden. Councillors voted by signed ballot in accordance with the resolution pursuant to standing order 3.19. Votes cast were: Councillor Perry – 9; Councillor Lain-Rose – 6. In accordance with standing order 3.19 Councillor Lain-Rose requested that the voting be recorded: for Councillor Perry – Councillors Chapman, Langmaid, Miller, Perry, Rawlinson, Riordan, Spearink, Thomas, Walsh; for Councillor Lain-Rose – Councillors Bowden, Buller, Forward, Lain-Rose, Sharp, Symes. Councillor Perry was declared duly elected.

DECLARATIONS OF ACCEPTANCE OF OFFICE – All members delivered signed declarations to the Clerk.

COUNCILLOR DECLARATIONS regarding items on the Agenda:

Changes to the Register of Interests – None declared.

Interests in Items on the Agenda – None declared.

Requests for Dispensation – None requested.

FINANCE REPORTS (1)

In view of public interest and following discussion in public forum, Councillors agreed to discuss the following item ahead of its position on the agenda:

1. Chapel Lane Street Lamps and Parade CCTV – Recommendation that Aylesford Electrics be requested to undertake work per item 8.1 of meeting report 29/04/19 <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/finance--strategic-planning-group/>. Proposed by Councillor Spearink, seconded by Councillor Sharp, it was RESOLVED: commission inspection of and report on lamp at Providence Chapel (cost £350) and rebooting of Parade

CCTV camera (estimated cost £150); undertake consultation of Chapel Lane residents covering the reported condition of the lamps and information about future options.

COMMITTEE & GROUP TERMS OF REFERENCE

Review of terms of reference for: Communications Group; Community Enhancement Group; Employment Group; Finance & Strategy Group; Neighbourhood Plan Review Group; Planning Committee; Road Safety Task & Finish Group. Proposed by Councillor Perry, seconded by Councillor Spearink, it was RESOLVED that Employment Group Section 5 Chair of The Group be amended to read 'The Chairman of the Council will automatically become the Chair of the Group for the following year, following Group members' appointment'. Subject to this amendment and review of the Community Enhancement Group terms of reference by the Group itself, proposed by Councillor Sharp, seconded by Councillor Spearink, it was RESOLVED to approve the terms of reference for the listed committee and groups. Published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.

APPOINTMENT OF COMMITTEE & GROUP MEMBERS

Annual review and appointment of members of Planning Committee and Parish Council Groups. Proposed by Councillor Lain-Rose, seconded by Councillor Buller, the following members were appointed, noting that Councillors Riordan and Perry were ex-officio members of all groups:

1. Communications Group - Councillors Lain-Rose, Perry, Rawlinson, Riordan, Spearink, Walsh.
2. Community Enhancement Group - Councillors Bowden, Buller, Chapman, Forward, Lain-Rose, Langmaid, Miller, Rawlinson, Riordan, Sharp, Symes, Thomas. Borough Councillor Louise Brice.
3. Employment Group – Councillors Bowden, Buller, Forward, Lain-Rose, Miller, Perry, Rawlinson, Riordan, Spearink, Walsh.
4. Finance & Strategy Group – Councillors Bowden, Buller, Forward, Lain-Rose, Perry, Riordan, Walsh.
5. Neighbourhood Plan Review Group - Councillors Bowden, Buller, Chapman, Lain-Rose, Langmaid, Perry, Riordan, Sharp. Borough Councillor Brice. Resident Members: Margaret Arger; Robin Oakley; Robin Kenworthy; Colin Love; Tom Burnham; Gill Smith; John Kelly.
6. Road Safety Task & Finish Group - Councillors Buller, Forward, Symes. Resident Member: Malcolm Buller.
7. Planning Committee - Councillors Bowden, Buller, Chapman, Forward, Lain-Rose, Langmaid, Riordan, Sharp, Thomas. Councillor Perry said that he would not sit on the committee due to his membership of the Maidstone Borough Council Planning Committee.

APPOINTMENTS TO LOCAL COMMUNITY GROUPS AND ORGANISATIONS

Annual review and appointment of councillor representatives on community groups and organisations. Proposed by Councillor Forward, seconded by Councillor Buller, the following representatives were appointed:

1. Staplehurst Community Events Group – Councillors Rawlinson, Spearink, Symes
2. Churchyard Liaison – Councillors Perry, Spearink
3. Headcorn Aerodrome Consultative Committee - Councillor Perry, (Councillor Riordan as deputy)
4. Jubilee Field Management Committee - Councillors Chapman, Miller, Perry, Riordan
5. Knoxbridge A229 Residents Group – Councillor Lain-Rose
6. McCabe Day Centre - Councillor Buller
7. Neighbourhood Watch - Councillors Buller, Chapman, Symes, Thomas
8. Police/Parish Liaison – Councillors Chapman, Symes
9. River Beult Catchment Improvement Group - Councillors Perry, Spearink
10. Sobell Cheshire Home - Councillor Rawlinson (Councillor Perry as deputy)
11. Speed Watch - Councillors Buller, Forward

12. Staplehurst Emergency Help Team – Councillors Bowden, Langmaid, Riordan, Symes, Sharp
13. Staplehurst Fireworks Group – Councillors Chapman, Forward, Rawlinson, Riordan
14. Staplehurst Library Users' Group - Councillors Buller, Chapman, Sharp
15. Staplehurst Patients' Participation Group - Councillors Miller, Riordan, Sharp
16. Staplehurst Remembrance Day Group - Councillors Sharp, Spearink
17. Staplehurst Community Centre CIO – Councillors Lain-Rose and Riordan to be the Parish Council's nominated trustees [Councillor Sharp is a trustee in an individual capacity]
18. Transport Accessibility Group – Councillor Lain-Rose
19. Village Sports & Social Club – Councillor Riordan
20. Youth Club - Councillors Lain-Rose and Langmaid as committee members [Councillor Perry remains a trustee]
21. KALC Area Committee - Councillors Lain-Rose and Riordan as voting representatives [Councillor Perry sits as MBC Parishes Representative].

APPROVAL OF FULL COUNCIL MINUTES: Minute pages 1757-1759 of 23rd April 2019 were APPROVED by Councillors (non-attendees abstaining), signed by Chairman Riordan and made available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>.

FINANCE REPORTS (2)

1. Approval of Statement of Accounts for the year ending 31st March 2019 (recommended by Finance & Strategy Group – Item 5 of meeting report 29/04/19). Proposed by Councillor Lain-Rose, seconded by Councillor Forward, it was RESOLVED to approve the Statement of Accounts.
2. Finance & Strategy Group Meeting 29th April 2019 – Report of meeting NOTED and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/finance--strategic-planning-group/>.
 - 2.1. Contract & Subscription Renewals – Proposal to approve the renewals listed in item 9 of the meeting report 29/04/19. Proposed by Councillor Lain-Rose, seconded by Councillor Forward, it was RESOLVED to approve the following items: annual contract to cut the hedge at Chestnut Avenue (Contrast Garden Maintenance) £150.00; MBC Council Tax for Rooms 1,2 & 3 of Parish Office £1,296.00; Norton Internet Security £75.00; annual subscriptions to Weald of Kent Protection Society £25.00, Association of Local Council Clerks £60.00, Society of Local Council Clerks £393.00, Parish Online £89.00.

PLANNING APPLICATIONS – for comment/recommendation

Councillor Perry left the meeting for the duration of the discussions on planning applications. No disclosures of lobbying were made.

TW/18/3830/R12 **Knoxbridge Farm, Knoxbridge, Frittenden TN17 2BT** – Details of the external finish and colour of the buildings and structures pursuant to condition 12 of planning permission TW/18/3830. RESOLVED: Recommend APPROVAL to KCC.

19/501791 **Lingfield, Lindridge Lane, Staplehurst TN12 0JJ** – Erection of a new two-storey detached 3-bed chalet bungalow & detached double garage. RESOLVED: Recommend REFUSAL to the MBC Planning Officer on the grounds that the application did not take account of Staplehurst Neighbourhood Plan policy PW2, Local Plan policy DM11 and NPPF Section 70.

The meeting having reached two hours in duration, Chairman Riordan invited Councillors to decide whether they wished to suspend standing order 3.24. It was RESOLVED to continue the meeting to cover the remaining planning business and correspondence and parish issues.

19/501960 **5 Stanley Close, TN12 0TA** – Proposed single storey front, side and rear extension. RESOLVED: NO OBJECTION to the proposal.

19/501967 **The Falcons, Clapper Lane, Staplehurst TN12 0JS** – Conversion of existing garage roof to form ancillary residential accommodation to the main dwelling. Insertion of dormer window & external staircase. RESOLVED: recommend APPROVAL to the MBC Planning Officer with the ancillary accommodation being tied to the main property.

19/502122 **9 Hanmer Way TN12 0NR** – Erection of single storey rear extension, part conversion of existing garage into habitable space, insertion of rooflights and alterations to rear doors and windows. RESOLVED: recommend APPROVAL to the MBC Planning Officer.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. Kent County Playing Fields Association – Invitation to AGM 14/05/19. Chairman Riordan said he would attend.
2. Maidstone Civic and Freedom Parade and Service – Invitation from the Mayor-Elect to attend the civic service at 12.00 on 18/05/19. Councillor Spearink said he would attend. Councillor Perry said he would be attending as borough councillor.
3. Parish Council Surgery – (i) Oral report of surgery 27/04/19 DEFERRED. (ii) Appointment of representative at next surgery 25th May - Councillor Bowden. Councillor Chapman said he would like to attend on a future date.

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

1. Clerk's Report – DEFERRED.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - 2.1. Neighbourhood Plan Review Group – Minutes of meeting 17/04/19 (for noting) <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/neighbourhood-plan-review-group/>. Recommendation that Full Council lobbies the police, KCC and MBC to support enforcement against pavement parking (item 16 of minutes). DEFERRED.
3. Oral Reports from Committee/Groups/Councillors – for information only. DEFERRED.

REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS for noting: -

1. Borough Councillor's Report – DEFERRED.
2. Kent Association of Local Councils – Minutes of Maidstone Area Committee Meeting 15/04/19 <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>. DEFERRED.
3. Police Report – PCSO's report on crime in Staplehurst during April. DEFERRED.

URGENT MATTERS (at Chairman's discretion, information only items for noting or for decision at a future meeting)

None.

Chairman.....

PUBLIC FORUM: (1) Before the meeting Borough Councillor Brice thanked councillors who had retired at the election and congratulated the new and returning members. Residents

commented on: retaining Chapel Lane street lamps; the need for continuing Parish Council support of the Emergency Help Team; new members required for the Speedwatch team; the Parish Council Chairman position. (2) Before the agenda item relating to Chapel Lane street lamps, the meeting chairman opened a specific public forum during which four residents spoke about the history and importance of the lamps. Borough Councillors Brice and Perry commented on the possible availability of MBC grant funding for suitable expenditure. (3) After the meeting, speakers commented on: a further closure of Marden Road; the 125th anniversary of parish councils including Staplehurst; Picnic in the Park taking place on the afternoon of 9th June.

Proceedings finished at 9.50pm.