

STAPLEHURST PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

15TH MAY 2023.

Public Forum: A resident raised grave concerns about the pot holes in Often Drive which are dangerous to pedestrians, cyclist and vehicles. We have reported on online, met KCC Highways Officers on site but still nothing done – Agreed escalate and Clerk to write to KCC

Present: Cllrs Riordan, Perry, Hotson, Eerdeken, Alesi, Castro, McPhee, Sharp and Arger. Also present Richard Griffiths, Parish Clerk

1. **ELECTION OF CHAIRMAN:**

Cllr Perry proposed and Cllr McPhee seconded Cllr Riordan to be Chairman. Agreed majority 8 for 0 against 1 abstained. Cllr Riordan duly signed Declaration of Acceptance of Office of Chairman.

2. **ELECTION OF VICE CHAIRMAN:**

Cllr Riordan proposed and Cllr Castro seconded Cllr Perry to be Vice Chairman. Agreed majority 8 for 0 against 1 abstained. Cllr Perry duly signed Declaration of Acceptance of Office of Vice Chairman.

3. **APOLOGIES**

Cllrs Mclaughlin and Farragher

4. **COUNCILLOR DECLARATIONS** regarding items on the Agenda:

4.1. Declaration of Lobbying - NA

4.2. Declarations of Changes to the Register of Interests - NA

4.3. Declarations of Interest in Items on the Agenda _ NA

4.4. Requests for Dispensation NA

Note the Clerk emphasised the need to complete and hand in the DPI form within 28 Days, this is a legal requirement.

5. **APPROVAL OF FULL COUNCIL MINUTES** Pages 1996– 2001 of 16th May 2022 available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>, were proposed by Cllr Castro and seconded by Cllr Sharp to approve the minutes – agreed majority 5 for 0 against 4 abstained. Duly signed by Chairman.

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

6. Review of delegation arrangements to committees, sub-committees, groups, staff and other local authorities;

Following a discussion, which highlighted that this was agreed in October 2022, Cllr Riordan proposed and Cllr Eerdekenes seconded to approve the Delegation arrangements – agreed unanimously.

7. Review the Non- Councillor member policy

Finance and Strategy Group have updated the Non Councillors Members Policy, Cllr Castro proposed and Cllr Perry seconded to approve the Non Councillors Member policy - agreed unanimously.

8. COMMITTEE AND GROUP TERMS OF REFERENCE

Following a discussion, which highlighted that Terms of Reference's have recently been agreed in February 2023, Cllr Castro proposed and Cllr Arger seconded to approve the Terms of Reference of the following Committee and Groups:

- 8.1 Planning Committee
- 8.2 Communications Group
- 8.3 Staplehurst Community Neighbourhood Enhancement Improvement Group (SCEnic)
- 8.4 Employment Group
- 8.5 Finance and Strategy Group
- 8.6 Greener Staplehurst Group
- 8.7 Neighbourhood Plan Review Group
- 8.8 Road Safety Group
- 8.9 Youth Club Group
- 8.10 3G all-sports Working Group

Agreed unanimously

9. APPOINTMENT OF COMMITTEE & GROUP MEMBERS (DATES)

Annual review and appointment of members of Planning Committee and Parish Council Groups, note Council elects Chairman of Planning Committee.

9.1 Planning Committee

Cllr Arger proposed and Cllr Perry seconded the appointment of Cllrs Sharp, Mclaughlin, Eerdekenes, Farragher and Arger to the Planning Committee – agreed unanimously.

Following a discussion, Cllr Perry proposed and Cllr Castro seconded to approve Cllr Sharp as Chairman of the Planning Committee and Cllr Eerdekenes as Vice Chairman of the Planning Committee- agreed unanimously

Following a discussion, Cllr Perry proposed and Cllr Castro seconded to approve that Joan Buller is appointed as a Non Councillor co-opted member of the Planning Committee without voting rights - agreed unanimously

At Groups first meeting they should elect Chairman.

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

- 9.2 Communications Group – Cllrs Riordan, Alesi, Castro, Sharp and Arger were appointed to the Group
- 9.3 Staplehurst Community Enhancement New Ideas Group Cllrs Sharp, Alesi, Hotson, McLaughlin and Perry were appointed to the Group
- 9.4 Employment Group – Cllrs Riordan, Arger, Sharp, Perry and Hotson were appointed to the group
- 9.5 Finance & Strategy Group – Cllrs Riordan, Hotson, Perry and Eerdekenes were appointed to the group
- 9.6 Greener Staplehurst Group – Cllrs McLaughlin, Riordan, McPhee and Castro were appointed to the Group
- 9.7 Neighbourhood Plan Review Group – Cllrs Arger, Eerdekenes and Perry were appointed to the Group
- 9.8 Road Safety Group – Cllrs Alesi and Sharp were appointed to the Group
- 9.9 Youth Club Group – Cllrs Riordan, Castro, McPhee and Farragher were appointed to the Group
- 9.10 3G all-sports Working Group – Cllrs Riordan, Sharp, Arger and McLaughlin were appointed to the Group along with residents Louise Brice, Mike Evans and Jeff Davis from the Kent FA

Cllr Arger proposed and Cllr Perry seconded the appointment of the above Councillors to the various groups – agreed unanimously

10. Appointment of any new committees in accordance with Standing Order 4 and/or groups in accordance with Standing Order 27; NA

11. Review and adoption of appropriate standing orders and financial regulations;

11.1 Standing Orders

Following a discussion, Cllr Arger proposed and Cllr McPhee seconded to approve the Council's Standing Orders - agreed unanimously

11.2 Financial Regulations

Following a discussion, Cllr Arger proposed and Cllr McPhee seconded to approve the Council's Financial Regulations - agreed unanimously

11.3 Council Code of Conduct

Following a discussion, Cllr Arger proposed and Cllr McPhee seconded to approve the Council's Code of Conduct - agreed unanimously

11.4 Civility and Respect

Following a discussion, Cllr Arger proposed and Cllr McPhee seconded to approve the Council's Civility and Respect Policy - agreed unanimously

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

12. Review of arrangements (including legal arrangements) with other local authorities, not-for-profit bodies and businesses;

12.1 Parish Charter

Following a discussion, Cllr Perry noted that it was about to be reviewed and Council would be included in consultation, Cllr Sharp proposed and Cllr McPhee seconded to approve the Parish Charter - agreed unanimously

12.2 Office lease with Staplehurst Community Centre – 20th May 1993

Following a discussion, Cllr Sharp proposed and Cllr McPhee seconded to approve the Council Office lease - agreed unanimously

12.3 Lease to Jubilee Field Management Committee 19th February 2010

Following a discussion, Cllr Sharp proposed and Cllr McPhee seconded to approve the Jubilee Field Management Committee lease - agreed unanimously

12.4 Jubilee Field Maintenance agreement – 5th July 2021

Following a discussion, Cllr Sharp proposed and Cllr McPhee seconded to approve the Jubilee Field Maintenance agreement - agreed unanimously

13. APPOINTMENTS TO LOCAL COMMUNITY GROUPS AND ORGANISATIONS

Annual review and appointment of councillor representatives on community groups and organisations and arrangements for reporting back;

13.1 Churchyard Liaison

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve Cllr Perry as Council representative to the group - agreed unanimously

13.2 Neighbourhood Watch – Group has fallen into abeyance

13.3 Staplehurst Community Centre Trust

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve Cllr Farragher as Council representative to the group- agreed unanimously

13.4 Staplehurst Patients Participation Group

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve Cllr Sharp as Council representative to the group- agreed unanimously

13.5 Staplehurst Community Events Group

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve Cllrs Sharp and Alesi as Council representative to the group - agreed unanimously

13.6 Police Liaison

Following a discussion, Cllr Perry proposed and Cllr Arger seconded to approve Cllr Riordan as Council representative to the group - agreed unanimously

13.7 Staplehurst Emergency Help Team

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve Cllrs Castro, Sharp and Alesi as Council representative to the group - agreed unanimously

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

13.8 Staplehurst Remembrance Group

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve Cllr Sharp as Council representative to the group - agreed unanimously

13.9 River Beult Catchment Improvement

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve Cllr Perry as Council representative to the group - agreed unanimously

13.10 Headcorn Aerodrome Consultative Committee

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve Cllrs Perry and Alesi as Council representative to the group - agreed unanimously

13.11 Sobell Cheshire Homes

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve Cllr Hotson as Council representative to the group - agreed unanimously

13.12 Jubilee Field Management Committee

Following a discussion, Cllr McPhee proposed and Cllr Alesi seconded to approve Cllrs Sharp, Mclaughlin, Riordan and Arger as Council representative to the group - agreed unanimously

13.13 Staplehurst Community Speed Watch

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve Cllr Alesi as Council representative to the group - agreed unanimously

13.14 KALC Area Committee

Following a discussion, Cllr Perry proposed and Cllr Arger seconded to approve Cllr Riordan as Council representative to the group - agreed unanimously

13.15 Staplehurst Library Users Group

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve Cllr Sharp as Council representative to the group - agreed unanimously

13.16 McCabe Day Centre

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve Cllr Hotson as Council representative to the group - agreed unanimously

13.17 Village Sports & Social Group – Golf Club

Following a discussion, Cllr Perry proposed and Cllr Arger seconded to approve Cllr McPhee as Council representative to the group - agreed unanimously

14. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

Following a debate Cllr Riordan proposed and Cllr McPhee seconded to defer for a year – agreed unanimously

15. Review of the Council's grant and donation expenditure in 2022/23;

The grants from 2022/23 below were noted.

16. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

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

Following a discussion, Cllr Hotson proposed and Cllr Riordan seconded to approve Council and Planning Committee meetings dates, times and venues – agreed unanimously

Meeting	Date and time	Venue
Planning Committee	22 nd May 2023, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	5 th June 2023, 7:30pm	Staplehurst Community Centre, South Hall
Planning Committee	12 th June 2023, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	26 th June 2023, 7:30pm	Staplehurst Community Centre, South Hall
Planning Committee	3 rd July 2023, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	17 th July 2023, 7:30pm	Staplehurst Community Centre, South Hall
Planning Committee	24 th July 2023, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	7 th August 2023, 7:30pm	Staplehurst Community Centre, South Hall
Planning Committee	14 th August 2023, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	29 th August 2023, 7:30pm (Tuesday)	Staplehurst Community Centre, South Hall
Planning Committee	4 th September 2023, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	18 th September 2023, 7:30pm	Staplehurst Community Centre, South Hall
Planning Committee	25 th September 2023, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	9 October 2023, 7:30pm	Staplehurst Community Centre, South Hall
Planning Committee	16 th October 2023, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	30 th 2023, 7:30pm	Staplehurst Community Centre, South Hall
Planning Committee	6 th November 2023, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	20 th November 2023, 7:30pm	Staplehurst Community Centre, South Hall
Planning Committee	27 th November 2023, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	11 th December 2023, 7:30pm	Staplehurst Community Centre, South Hall
Planning Committee	18 th December 2023, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	8 th January 2024, 7:30pm	Staplehurst Community Centre, South Hall

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

Planning Committee	15 th January 2024, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	29 th January 2024, 7:30pm	Staplehurst Community Centre, South Hall
Planning Committee	5 th February 2024, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	19 th February 2024, 7:30pm	Staplehurst Community Centre, South Hall
Planning Committee	26 th February 2024, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	11 th March 2024, 7:30pm	Staplehurst Community Centre, South Hall
Planning Committee	18 th March 2024, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	2 nd April 2024, 7:30pm (Tuesday)	Staplehurst Community Centre, South Hall
Planning Committee	8 th April 2024, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	22 nd April 2024, 7:30pm	Staplehurst Community Centre, South Hall
Planning Committee	29 th April 2024, 7:30pm	Staplehurst Community Centre, South Hall
Full Council	13 th May 2024, 7:30pm AGM	Staplehurst Community Centre, South Hall

17. **Subscriptions and Donations**

17.1 Subscriptions – Budget in 2023/24 £3,035

Following a discussion, Cllr Arger proposed and Cllr McPhee seconded to approve the subscriptions and donations set out below. – agreed unanimously

Kent Association of Councils	£1,655
Association of local Council Clerks (RG / DJ)	£ 100
Kent County Playing Field Association	£ 20
National Allotments Society	£ 55
Society of Local Council Clerks – RG	£ 285
Society of Local Council Clerks – DJ	£ 215
Weald of Kent Preservation Society	£ 25
Zoom Video Communications	£ 119.90
Adobe	£ 151.68
GeoXphere – parish online	£ 120
Total	£2,746.58

Remaining £288.42 for new subscriptions during the year.

17.2 Donations – Budget in 2023/24 £3,000

RBL Poppy Wreath Donation	£100
Staplehurst WI and Mens Shed (support with litter picks)	£50 each
Community Centre for Debt Advice	£200
Kent and Sussex Air Ambulance	£200

Total **£600**

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

Remaining £2,400 will be available for Grants applications.

18. Advertise co-option of Councillors

Following a debate Cllr Riordan proposed and Cllr Sharp seconded to “advertise for one month the co-option of Parish Councillors” with a closing date of 16th June 2024 and then consider applications at the Council meeting 26th June 2023 – agreed unanimously

19. FINANCE REPORTS & PROPOSALS

19.1 Accounts for Payment – (for decision)

Following a discussion, Cllr Arger proposed and Cllr Sharp seconded to approve the payment list below – agreed unanimously

STAPLEHURST PARISH COUNCIL

Approved Payments 1st April - 9th May 2023

<u>Approved Payments 1st April - 9th May 2023</u>	Amount
WKPS - Annual Subscription	30.00
Hugofox Limited - Silver Subscription April	23.99
Ecosan Services Ltd - Bell Lane Toilet Sanitary Unit	109.30
Bumbles Plant Centre - Plants GSG	163.59
KALC - Annual Subscription	2034.00
Polybags Ltd - Black Sacks	107.93
KCS Procurement Services - Photocopier Copy Charges Dec-Mar	261.68
npower - Festive Lighting Energy	46.87
HMRC - Tax & NI March	1854.88
Payroll & Pension Costs - April	6450.73
Ms K Kevan - Village Sign Design Mock-up	300.00
Communicorp - Freedom of the Parish Scroll (JB)	108.66
All Saints PCC - Churchyard Maintenance 1/2	5750.00
Choice Support - Village Planter Maintenance April	410.80
Bumbles Plant Centre - Plants GSG	12.58
Hugofox Limited - Silver Subscription May	23.99
Homeleigh Timber - Safety Spectacles & Weed Killer Caretaker	8.46
CSG Global Education - Stationery	113.95
Staplehurst Community Centre - Office Lease Apr-Aug	1750.00
Staplehurst Community Centre - Meeting Hall Hire Apr-May	180.00
Staplehurst Community Centre - Meeting Hall Hire June-Aug	345.00
Sainsburys - Hand wash & tissues parish office	2.60
SLCC - Climate Change Event	72.00
Canva - Creative Software	99.99
Adobe Systems - Monthly Subscription Apr-May	19.97
Hellebores & Hedgerows - Cllr Retirement Gift	71.00
Zoom - Annual Subscription	143.88
Maidstone Borough Council - Council Tax Room 1 Apr	65.75
Maidstone Borough Council - Council Tax Room 2-3 Apr	75.55
Maidstone Borough Council - Council Tax Youth Club Apr	121.08
Sage Payroll - April	8.40
Opus Energy - Surrenden Pavilion Energy April	30.73
Opus Energy - Parish Office Energy April	203.00

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

Opus Energy - Bell Lane Toilets Energy April	29.56
Business Stream - Surrenden Pavilion - Annual Waste Water	166.98
Telecoms World - Winter Warm Rooms Mobile Phone Line April	11.99
npower - Street Light Energy March	57.82
Countrystyle Recycling - Waste Collection March	87.30
Maidstone Borough Council - Council Tax Room 1 May	62.00
Maidstone Borough Council - Council Tax Room 2-3 May	72.00
Maidstone Borough Council - Council Tax Youth Club May	121.00
Sage Payroll - May	8.40
Countrystyle Recycling - Waste Collection April	69.84
LLoyds - Bank Charges April	7.85
Arron Services Ltd - Hosted Exchange April	242.36
Arron Services Ltd - Hosted Exchange May	242.36
	<u>22,179.82</u>

TOTAL PETTY CASH EXPENDITURE

17.10

19.2 Online Bank Signatures

Following a debate Cllr Arger proposed and Cllr Sharp seconded for Cllr Mclaughlin to be added to online bank signature list – agreed unanimously

20. CORRESPONDENCE & PARISH ISSUES for decision or noting: -

A resident raised the issue of the cross roads and redesign. The points raised had already been discussed at length by the Road Safety Group and the resident was not content with their response. Cllr Arger raised the point that a Judicial Review on the crossroads had also taken place some time ago. It was agreed for the Clerk to escalate the matter to KCC, the responsible body and include the resident

21. URGENT MATTERS - at the discretion of the Chairman, information only items for noting or for decision at a future meeting. NA**22. SPECIAL MOTION – NA****Meeting Closed 8.24pm**

These minutes are not verbatim, but an accurate reflection of the meeting and decisions.

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