

STAPLEHURST PARISH COUNCIL

COUNCIL MEETING

29TH JANUARY 2024

MINUTES

Public Forum

A resident raised concerns about Sainsbury Shuttle Bus, and hoped that the promotion will help increase usage. (Village Update, leaflets, posters and social media)

A resident asked about the Youth Club – the Parish office is seeking quotes and will proceed as soon as possible and will let everyone know ASAP

A resident asked about Staplehurst Library – note Cllr Parfitt Reid’s comments latter.

A resident raised concern about the “temporary traffic lights” at the crossroads not being triggered by traffic – so long waiting time for everyone. Also blocking the bus stops in both directions on High Street. Clerk to investigate.

A resident raised a point about installing a “permissive footpath access” around the inside of the Jubilee Field – to help improve pedestrian safety on the Headcorn Rd corner, Clerk to investigate.

Presentation on 3G Multi-Sport pitch draft business plan by Caroline McRoyall

The presentation is available on the Parish Council website

A number of points were raised by Cllrs and members of the public

Noted early in process; football clubs keen to reserve slots – community groups wait and see

Still have not done any marketing

Day time usage will be challenging

Using Football Foundation template – note 3% inflation on everything

Expenditure based on current costs or national costs – i.e. sinking fund set by Football foundation at £27,000 per year to replace carpet – this will be held in a shared account.

Expenditure increases in year two – as first year maintenance fees covered in warrantee.

Year 1 expenditure costs £68,987

Income includes 3G pitch confirmed or slots which are reasonable to assume will be filled based on interest excludes any income from education academy programme, girl guides, disability provision and free community sessions. Other sessions a nominal amount has been attributed such as recreational provision based on 15 people paying £2, holiday programmes based only 10 days hire per year etc.

Grass pitch income reflects approved income from SMFC

Pricing based on recent comparative cost at other 3G pitches – note 3G match hire similar to grass pitches

Confident of generating income of £91,340 in year 1.

5 year projections done to show on 100% and 80% of estimated income (which can be reasonably assumed) and still showing surplus

Some business sensitive analysis;

- Impact of utilities increasing by 10% - 100% and 80% estimated income still covering costs
- Impact of 5% inflation but keeping hire increase at 3% 100% income still a surplus 80% income deficit from year 3

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

Acceptance that this is still some way out – how will a contractor make a profit?

The 100% usage shows a surplus of £20K, there is some flexibility in pricing towards the commercial usage and space for them to set up their own leagues, coaching courses, summer camps etc

Are Headcorn FC committed as a partner club? – still considering their position as it may compromise their ability to get grants for their own grass pitch. They are however still committed to usage

Some concerns:

over egged income / usage, although some felt there was not enough space left for “selling” at premium level

viability / business sensitivity – what if just Staplehurst usage? yes will look into further business sensitivity as business plan develops

Concerns over lack of daytime usage – typical for a 3G pitch not on a school site or with a school adjacent to the site. But figures show a surplus at 100% and 80% without this use so any use that can be explored is a bonus and it provides opportunities for community activities to be developed over time.

Who will cover costs if income not generated? This would be part of the leisure contract process.

Is proposed usage feeding into the overall design? Yes

There were also queries about Project Management and Fund Raising. This is more the capital side of the project. The 3G multi-sport working group will report back to Council.

Cllr Riordan thanked Caroline McRoyall for the presentation, comments raised this evening will feed into the evolving Business Plan and overall Bid to the Football Foundation.

Borough Councillor’s Report (Standing Item):

Cllr Perry gave his apologies

Cllr Riordan raised the following;

- Staplehurst Conservation Area – consultation started.
- RSG – school yellow lines – a bit of a issue in all villages. However, school doing promotion, going into school myself to help promote plus MBC parking officers visiting site
- Trying to support resident’s troubled by a number of Non Taxed / MOT cars in the area – challenging but will keep chasing.
- Chasing up MBC about Electric Vehicle Charging points at Bell Lane car park.
- Finally congratulations to Maidstone Utd for their excellent FA Cup victory at the weekend

County Councillor’s Report (Standing item):

Cllr Parfitt-Reid raised a number of points.

- First overall KCC budget position
- Budget £1.4 million – gap at the moment of £25m
- The budget is only so big, Must focus on statutory services
- Adult Social Care and SEND = 70% of KCC budget – and costs increasing
- Library’s – compared to other similar authorities we have more per head of population. We have 99 libraries. At this time Staplehurst Library **not** included in rationalisation of libraries.
- KCC piloting a “Parish / Community Library”

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

- SLUG members asked about process / timeframe - maybe worth researching a "Parish / Community Library"
- Community Wardens – KCC seeking a 50% cut. Cllr Parfitt-Reid against due to their worth – false economy as their work is so valuable as early intervention. Will need to cover a larger geographical area.
- KCC highways – some positive meetings – follow up on 5th February 2024, 10am with RSG
- Note to resolve potholes in Kent estimated £700m plus another £300m for other maintenance. We have a grant of £150m from government, spread over 10 years.
- Tovil Tip – still undecided, so look out for consultation. Cllr Parfitt-Reid has major concerns if closed
- Marden Childrens Centre – building closing moving to outreach and online.

Cllr Hotson noted very challenging time for KCC over a number of years. Does not envy Cllr Parfitt-Reid her task and thanked her for coming today

Cllr Farragher noted Marden Childrens Centre – Deeply depressing as it serves families in Staplehurst and it is about developing trust, continuity of relationships and support.

Cllr Riordan thanked Cllr Parfitt-Reid

Present: Cllrs Riordan, Alesi, Hotson, Eerdekenes, Sharp, Castro, Martin, Arger, Pett, Farragher, Ash and Clerk

1. APOLOGIES: Cllr Mclaughlin, Cllr Perry and Cllr Mclean
Absent – Cllr Ahmed

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 – NA
- 2.4. Requests for Dispensation – NA

3. APPROVAL OF FULL COUNCIL MINUTES:

Note Absent Cllrs and amend 2183/6.6 to Cllr Perry. Cllr Ash proposed and Cllr Eerdekenes seconded to approve, with amendments Pages 2178 - 2184 8th January 2024 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](http://Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge (staplehurst-pc.uk)) – agreed unanimously, duly signed by Councillor Riordan

Note absent Cllrs, Cllr Pett proposed and Cllr Arger seconded to approve, with amendments pages 2185 – 2189 22nd January 2024 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](http://Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge (staplehurst-pc.uk)) agreed unanimously, duly signed by Councillor Riordan

4. FINANCE REPORTS & PROPOSALS

4.1 Payment list

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

<u>Approved Payments 3rd January - 24th January 2024</u>	Amount
Bouygues UK Ltd - Christmas Motif Installation & Removal	2,517.70

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

National Allotment Society - Annual Subscription	66.00
Amazon UK - Cable Extension for Projector	22.18
Amazon UK - HDMI adapter for Projector	7.98
Choice Support - Planter Maintenance December	410.80
Maclin Pumps - Youth Club Pump Service	300.00
ALCC - Annual Subscription	50.00
Amazon UK - Projector Screen	45.99
Signs of Cheshire Ltd - Parish Noticeboard ½	1,263.00
Survey Monkey - Annual Subscription	384.00
Arron Services Ltd - Norton Security Office Laptops	84.00
Camtech Security - CCTV Router & SIM Parade, SF, Mkt St	2,380.80
Payroll & Pension Costs January	7,280.09
HMRC - Tax & NI December	1,964.14
P&F Cleaning Services - Bell Lane Toilets Clean/Open/Sund	995.00
KCC KCS - Photocopy Charges Sept-Dec	65.27
Staff Travel Claim	12.60
Cam-tech Security - Replace Faulty Camera JF	357.94
Royal Mail - Postage 3G Pitch Survey	0.84
Milk & Coffee - Parish Office	7.05
Adobe Systems - Monthly Subscription Jan-Feb	19.97
Pozitive Energy - Electricity Youth Club Dec	22.27
Pozitive Energy - Electricity Youth Club Dec	32.12
Telecoms World - Virtual Phone No. SEHT	11.99
Lloyds Bank Charges – January	7.00
TOTAL CURRENT ACCOUNT EXPENDITURE	18,308.73

TOTAL PETTY CASH EXPENDITURE

9.30

4.2 Summation and Balance sheet – Noted

4.3 CCTV Surrenden Field

Following a debate, it was agreed to defer the item.

4.4 Council Budget 2024/25 and the level of the Parish Precept

The Council discussed the proposed budget 2024/25 at the previous meeting, the agreed amendments are shown in **appendix A** of the report. The overall projected Council budget for 2024/25 is;

Expenditure £297,342.26

Income £35,095.19

Deficit (rounded) £262,247

The deficit of £262,247 is the Parish Council precept figure which we will demand from MBC. This year the Council is taking on some extra expenditure to cover the costs of the JFMC Trustees surrendering the lease at Jubilee Field.

The Council precept in 2023/24 was £224,317, therefore the projected precept of £262,247 is an increase of £37,930.

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

Examples of recent year increases on Band D are shown below;

Band D						
Year	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25*
Amount per week	£1.19	£1.42	£1.42	£1.44	£1.44	£1.63
Percentage increase on previous year	3.03%	18.77%	0%	1.66%	0%	13.25%

Band D precept in 2023/24 is £75.02p per year or £1.44p per week.

Projected Band D precept in 2024/25 is £84.96 per year or £1.63 per week.

This is a 13.25% increase of £9.94 per year, £0.19p per week on 2023/24.

Cllr Ash proposed and Cllr Pett seconded to approve the budget resolution below – agreed unanimously

Resolution: to approve

- i. The proposed Council budget for 2024/25 as set out in **Appendix A** of this report
- ii. The Parish Council precept for 2024/25 £262,247
- iii. The band D parish precept in 2024/25 of £84.96 per year, an increase of £9.94 per year from 2023/24.

5 CLERKS REPORT ON OUTSTANDING MATTERS

Sainsbury Shuttle bus is starting to be promoted – village update, online etc
Confirmed 2175/6.6, (complaint to Planning Enforcement) letter acknowledged but waiting full reply

Item 2105/PF (MBC Electric Vehicle Parking) contacted parking still waiting

Item 2145/PF (white lines) verbally told pencilled in for "spring 2024" and would be overnight work as need to close the cross roads and also the A229 at the "Sainsbury roundabout"

6 PROPOSALS FOR DISCUSSION and DECISION

6.1 Standing item – 3G multi-sport pitch update

Note

- i. Business plan presentation
- ii. Meeting on leisure contractor arrangements
- iii. The KCC Highways pre-application comments just received and circulated.

6.2 Jubilee Field management handover report

Following a debate the Solicitors have drafted the surrender document, as attached in **Appendix A** of the report

If approved by Council, Clerk will instruct the Solicitors to proceed and they would lodge the document with Land Registry.

Council will contact the remaining JFMC Trustees as a matter of courtesy.

Once acknowledged by Land Registry the Parish Council will have legal priority on the land.

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

The JFMC will continue to practically manage the site until the 31st March 2024 to allow time to finalise the practical and financial issues in good time.

The Jubilee Field Working Group are liaising with JFMC to ensure a smooth transition.

The Council will take practical – management / financial - responsibility for the Jubilee Field from the 1st April 2024.

Cllr Eerdekens proposed and Cllr Ash seconded to approve the resolution below – agreed unanimously

Resolution: to approve

- i. Surrender document as shown in **Appendix A** of this report
- ii. Instruction to the Solicitors to lodge the document with Land Registry
- iii. For the Council to take on the management and financial responsibility for the Jubilee Field from the 1st April 2024

Cllr extend the meeting by 30 minutes – Agreed majority 7 for, 2 against and 2 abstained
 Riordan proposed and Cllr Arger seconded to suspended Council Standing Orders and

6.3 Community Litter Pick and “charity cycle and tools collection” spring 2024

Following a debate Cllr Castro proposed and Cllr Riordan seconded a motion to call it “Village Clean Up” – agreed unanimously

Cllr Hotson noted the excellent work of our caretaker and numerous volunteers in keeping the centre of the village relatively clean – need to really promote the Village Clean up
 Cllr Pett noted that we can only clean within the 30mph area – outside of that the litter is very bad.

Cllr Riordan volunteered to speak to the primary School and Scouts Cllr Alesi to speak to Girl Guides. Articles in Village Update, Parish Magazine and Social Media.

Cllr Castro proposed and Cllr Riordan seconded to approve the resolution below – agreed unanimously.

Resolution: To approve the Village Clean Up as 13th April 2024 plus the Rotary Club “charity cycles and tools collection” and promote widely.

6.4 Community Payback Team – work programme 2023/24

Council noted the excellent work of the Community Payback Team

7 CORRESPONDENCE & PARISH ISSUES for decision or noting:

The Clerk explained the office has received a number of communications from residents struggling to get an appointment at Staplehurst Medical Centre. Cllrs noted mixed response they had received. Clerk liaising with medical centre and PPG.

8 PARISH COUNCIL REPORTS

8.1 Chairman’s Report

A meeting has been arranged with Worknest
 RSG meeting 5th February 2024 with KCC regarding the HIP – some positive points but unlikely to get yellow lines on High street

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

Chasing contractors for Jubilee Field – hot water / roofing.

8.2 Committee and working group minutes - noted

- 8.2.1 Planning Committee minutes of 15th January 2024
- 8.2.2 Road Safety Group next meeting 9th January 2024
- 8.2.3 SCEnic meeting minutes 11th January 2024 to follow
- 8.2.4 Communications Group next meeting 5th March 2024 – aiming for report on Parish Council logo
- 8.2.5 3G multi-sports pitch working group next meeting Thursday 15th February 2024
- 8.2.6 Employment, Finance and Strategy Group minutes 30th November 2023, 14th December 2023 and 11th January 2024
- 8.2.7 NDP Review Group next meeting 31st January 2024
- 8.2.8 Greener Staplehurst Group meeting to be confirmed
- 8.2.9 Jubilee Field Working Group meeting minutes 23rd January 2024 to follow

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

10 URGENT MATTERS

11 SPECIAL MOTION & REPORT – NA

12 Confidential

12.1 Police Ward Cluster Action plan

The Police Ward Cluster action plan was discussed – suggested that all Cllrs and residents sign up to “Community Voice” and ask the Clerk to raise the issue with the Police for a “Police report to Council on issues in Staplehurst” similar to previous Police reports.

Meeting closed...10.15pm.....

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

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