

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
South Hall, Community Centre
Monday 16th May 2022 at 7.30p.m.

PRESENT:

Councillors Buller, Castro, Clifton, Lain-Rose, Hotson, McLaughlin, McPhee, Skinner, Sharp, Spearink, Perry who was in the Chair and Parish Clerk, Miss A Smith.

1. ELECTION OF CHAIRMAN

Vice-Chair Perry led the vote for the role of Chairman. Councillor Riordan was the only Councillor proposed and seconded and was therefore duly elected Chairman. Councillor Castro requested a named vote. Voting was as follows: -

For; Councillors Castro, Clifton, Hotson, McLaughlin, McPhee, Perry, Skinner, Sharp
Spearink, Abstention; Councillor Buller, Against; Councillor Lain Rose

2. ELECTION OF VICE CHAIRMAN

Councillor Perry was the only Councillor proposed and seconded and was therefore duly elected Chairman.

3. APOLOGIES:

Apologies were received and noted from Councillor McClean and Councillor Riordan for health reasons.

4. COUNCILLOR DECLARATIONS regarding items on the agenda:

- 4.1. Declarations of Changes to the Register of Interests – None declared.
- 4.2. Declarations of Interest in Items on the Agenda – None declared.
- 4.3. Requests for Dispensation. None requested.

5. COMMITTEE AND GROUP TERMS OF REFERENCE

Councillors RESOLVED to APPROVE the following Committee and working groups Terms of Reference as presented with no changes; Communications Group, Community Enhancement Group, Employment Group, Finance and Strategy Group, Greener Staplehurst Group, Neighbourhood Plan Review Group, Planning Committee, Road Safety Group and the Temporary Youth Club Group.

6. APPOINTMENT OF COMMITTEE & GROUP MEMBERS

Councillors RESOLVED to APPROVE that the following Councillors and Residents were co-opted onto the following Committee and Groups.

- 6.1. Communications Group – Councillors Castro, Clifton, McPhee, Riordan, Spearink and Resident David George
- 6.2. Community Enhancement Group – Councillors Hotson, McLaughlin, Perry, Riordan and Sharp
- 6.3. Employment Group – Councillors Buller, Castro, Hotson, Perry, Riordan and Sharp
- 6.4. Finance and Strategy Group - Councillors Buller, Hotson, McPhee, Perry and Riordan
- 6.5. Greener Staplehurst Group – Councillors Castro, McLaughlin, McPhee, Sharp, Spearink, Riordan and Resident Members David George and Mina McPhee

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- 6.6. Neighbourhood Plan Review Group – Councillors Buller, Perry, Riordan, Sharp, and Residents Borough Councillor Louise Brice, Margaret Arger, Robin Oakley, Tom Burnham, Colin Love, Robin Kenworthy and Gillian Smith.
- 6.7. Planning Committee – Councillors Buller, McLean, McLaughlin, Riordan and Sharp
- 6.8. Road Safety Group – Councillors Buller, McLean, Riordan, Sharp and Resident Malcolm Buller
- 6.9. Temporary Youth Club Group – Councillors Castro, McClean, McPhee, Perry, Riordan and Skinner

7. APPOINTMENTS TO LOCAL COMMUNITY GROUPS AND ORGANISATIONS

- 7.1. Councillors RESOLVED to APPROVE the following individuals as Councillor Representatives on the following community groups and organisations;

Churchyard Liaison – Councillors Perry and Spearink
 Neighbourhood Watch – Councillors Buller and Skinner
 Staplehurst Community Centre (CIO) – Councillors Riordan and Sharp (Individual Trustee)
 Staplehurst Community Events Group – Councillor Sharp
 Headcorn Aerodrome Consultative Committee – Councillors Perry (Deputy – Cllr Riordan)
 Jubilee Field Management Committee – Councillors McLaughlin, Perry (Trustee) and Riordan
 KALC Area Committee – Councillors McLaughlin and Riordan (Cllr Perry sits as MBC Parishes Representative)
 McCabe Day Centre – Councillor Buller
 Staplehurst Patients Participation Group – Councillors Riordan and Sharp
 Police/Parish Liaison – Councillor Riordan
 Staplehurst Remembrance Day Group – Councillor Sharp
 River Beult Catchment Improvement – Councillors Perry and Spearink
 Sobell Cheshire Home – Councillors Perry and Spearink (Cllr Hotson as substitute)
 Speed Watch – Councillors Buller and Sharp
 Staplehurst Library Users Group – Councillors Buller, Castro and Sharp
 Village Sports and Social Club – Councillor Riordan

8. APPROVAL OF FULL COUNCIL MINUTES

- 8.1. Pages 1992 – 1995 of 25th April 2022 available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. It was RESOLVED to APPROVE the minutes which were signed by Councillor Riordan.

11. PARISH COUNCIL REPORTS

- 11.3. At the request of Councillor Lain-Rose, the Chairman agreed to bring forward this item to receive a verbal report from Councillor Lain-Rose. Councillor Lain-Rose started his report by suggesting that Council offer its appreciation to the Clerk for all her excellent hard work during some turbulent times and wished to place on record Council's gratitude. He stated that now he had confirmation from MBC's Monitoring Officer that he had been cleared of any breach of the Code of Conduct following a complaint, he felt that the time was now right to resign from his role as Councillor. He commented that it had been an honour to serve the Parish for 11 years and thanked various Councillors who had assisted him over the years, along with the

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Parish Office Team, including the previous Clerk. The Chairman acknowledged Councillor Lain-Rose's resignation and extended his thanks for Councillor Lain-Rose's contribution, stating that he would be missed, but he wished him all the best for the future on behalf of the Council. The Chairman also went on to extend the thanks of the Council to the Clerk for her exceptional work and wished her the best for the future also. Ex-Councillor Lain-Rose then moved to sit in the public gallery. Councillor Hotson asked if it was possible to see the Monitoring Officer's report and the Clerk confirmed that it was not possible for her to circulate the report without prior agreement from both parties as the report was private and confidential. Councillor Perry momentarily closed the meeting to allow members of the public to also thank Councillor Lain-Rose for his service.

9. FINANCE REPORTS & PROPOSALS

9.1. Accounts for Payment – for approval.

It was RESOLVED that the listed accounts for payment were APPROVED. Expenditure for the period 20th April 2022 to 10th April 2022 totalled £21,076.51; income for the period totalled £11,628.00.

<u>Approved Payments 20th April - 10th May 2022</u>	Amount
Lloyds Bank - bank charges	7.00
HMRC - Employer PAYE & NI Feb and March	4167.87
Npower - Street Lighting	182.10
Adobe Acropro - subscription	15.17
Salaries and Pensions – April 2022	6062.26
KCC Commercial - stationary	77.86
Polybags Ltd - Black sacks	105.80
Ecosan - sanitary bins Bell Lane Toilets	101.30
Bumbles Plant Centre - GSG	34.76
HugoFox Ltd - Silver Subscription April	23.99
Amazon Payments UK - Poster paper	38.84
Npower - Street Lighting	88.08
SAGE Global services - payroll software	64.80
Arron Services - Hosted exchange	214.32
Whites Landscaping - pro temp payment Surrenden path	8600.00
Business Stream - Bell Lane toilet water	40.16
MBC NNDR	62.00
MBC NNDR	72.00
KCC Commercial - Photocopier charges	201.07
Commercial Service - mowing	43.76
Choice Support	410.80
Cllr Reimbursement - community payback	3.00
HugoFox Ltd - SSL Cert & support	39.99
Amazon Payments UK - Data card	112.48
SAGE Global services - payroll software	8.40
Zoom Subscription (annual)	149.35
B&Q - paint and supplies Youth Club	149.35
	21,076.51

TOTAL PETTY CASH EXPENDITURE

0.00

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9.2. Summation of Accounts

Councillors NOTED the summation of accounts.

9.3. Bioblitz

Councillors RESOLVED to APPROVE expenditure of £350 + VAT for the Medway Valley Partnership to run a Bioblitz day as part of the Summer Play Scheme on the 10th August 2022.

9.4. Hire of Staplehurst School

Councillors RESOLVED to APPROVE expenditure of £30+ VAT and £955+ VAT for the hire of the Infants Hall at Staplehurst School for the Annual Parish Meeting and the Summer Play Scheme accordingly.

9.5. Purchases of items for the Youth Club

Councillors RESOLVED to APPROVE the expenditure of £200 + VAT for various kitchen equipment from either Amazon or IKEA and a further £200 on various small sports equipment to be purchased from Amazon or Sports Direct.

10. **CORRESPONDENCE AND PARISH ISSUES**

10.1. Memorandum of Understanding between Staplehurst Men's Shed and the Parish Council

Councillors RESOLVED to APPROVE the adoption and for the Chair to sign the memorandum of understanding that allows Staplehurst Men's Shed to use the Workshop and for the to erect and use a Shed on the land behind the Youth Club.

10.2. Permission to use Surrenden Field

Councillors RESOLVED to APPROVE that KCC Youth Services be given permission to hold a Youth Fun Day on Surrenden Field on the 22nd August 2022.

11. **PARISH COUNCIL REPORTS**

11.1. Clerks Report

The Clerk updated Councillors that she and the Locum RFO had now managed to complete the year end financial reports and would be submitting them to the Finance and Strategy Group, prior to presenting to Council. She confirmed that there had been some problems getting the premises site supervisor changed and had to revert to Balfour Winery for an alternative applicant. They have proposed Sarah Easton and this was now being submitted. Finally, the Clerk asked for a further volunteer to become a bank signatory and Councillor Clifton agreed.

11.2. Written reports on Committee, Group and Project Activities

11.2.1. Greener Staplehurst Group

Councillors NOTED the report of the meeting of the 20th April 2022, which is published at [Greener Staplehurst – Staplehurst Parish Council – Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk) and thanks were given to those involved in organising the ECO Day which was considered a great success.

11.2.2. Neighbourhood Plan Review Group

Councillors NOTED the report of the meeting of the 20th April 2022, which is published at [Neighbourhood Plan Review Group - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk). Councillors expressed their thanks to the Group for their excellent work in reviewing the policies of the Neighbourhood Plan, in particular the two residents who lead the Group.

11.2.3. Road Safety Group

Councillors NOTED the report of the meeting of the 28th April 2022, which is published at [Road Safety Task and Finish Group - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk). Councillors RESOLVED to

APPROVE the donation of a SID (Speed Indicator Device) from David Wilson Homes, subject to a final report from the Road Safety Group following investigations regarding the suitability of the use and maintenance of the such equipment. Following extensive discussion Councillors RESOLVED to APPROVE that the Councillor Riordan, use the report and proposals as submitted to Council to engage Sainsbury's regarding changing the shuttle bus routes to more suitable ones that aligned with the S106 agreement, and to chase for accurate publicity material that can be used to promote the service. Councillors also requested that Cllr Riordan arrange a meeting with Sainsbury's to discuss all of the above and that an exploration of any planning conditions be undertaken prior to any meeting.

11.2.4. Temporary Youth Club Working Group

Councillors NOTED the report of the meeting of the 26th April 2022, which is published at [Youth Club - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk). Councillor McPhee advised Councillors that progress was being made and that he was hopeful the building would be opened in the next couple of weeks and that the new Youth Club would also be started. Councillors enquired of a Trustee of the old Staplehurst Youth Group who was in the public gallery when any funds would be transferred. The Trustee confirmed that this would be in the future once the new Youth Club was up and running, but asked Councillors to note that any funds donated would be purely for activities of the club and not to be used on the fabric of the building. She confirmed that she would ask the Chair of the Trust to reply in writing to that effect.

11.3. Oral Reports from Committee/Groups/Councillors – for information only

11.3.1. Chair's Report

None given.

11.4. Councillor Surgery

Councillors were referred to an email report previously shared.

12. REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS

The Chairman closed the meeting temporarily to allow the next item.

12.1. Borough Councillors Report – Oral reports by Councillor Perry & Councillor Brice. Councillor Perry advised Councillors that there was a meeting on the following Saturday to elect a Leader and Mayor. He reminded Councillors that the new hybrid cabinet system was now due to be implemented and that the expectation of the Boundary Commission Review was that Staplehurst would remain a two-councillor ward. He commented that he was very disappointed to see the decision of KCC to remove the evening services of the No. 5 Bus route. Councillor Hotson requested that the KCC Member, Councillor Parfitt-Reid be requested to raise a question at KCC Full Council regarding the decision to remove the service. Councillors agreed this would be a good idea.

Councillor Brice had sent her apologies.

12.2. County Councillors Report

County Councillor Parfitt-Reid sent her apologies.

The Chairman reopened the meeting.

12.3. Police Report – Councillors noted the April report.

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13. URGENT MATTERS

None.

Proposed by Councillor Riordan, seconded by Councillor Buller it was agreed to suspend standing order 3.24, to allow a further 30 minutes to complete business.

14. SPECIAL MOTION

- 14.1. Councillors RESOLVED to APPROVE that the public be excluded from item 10.2 due to its confidential nature.
- 14.2. Employment Group verbal report
 - 14.2.1. Councillors RESOLVED to accept the resignation of the current Clerk.
 - 14.2.2. Councillors RESOLVED to APPROVE the recruitment plans for a new Clerk that had been agreed by the Employment Group.
 - 14.2.3. Councillors RESOLVED to appoint Mrs Karen Bell as a Locum Clerk and Proper Officer, as supplied by the SLCC, pending the appointment of a permanent replacement.
 - 14.2.4. Councillors resolved to approve that the permanent RFO be placed on compassionate leave until the end of June. This would be reviewed with the individual by the Council's Staff Liaison Officer, Councillor Buller, during June.
 - 14.2.5. The Employment Group had agreed to defer this item to the next meeting.
- 14.3. Councillors RESOLVED to APPROVE the naming of the Pavilion at Jubilee Playing Fields, The Nigel Best Pavilion.

Chairman.....

PUBLIC FORUM

Two residents attended, one resident spoke about the impact of the reduction in service of the No. 5 bus and suggested that this should lead to a review of the village being denoted a Rural Service Centre. The second resident also raised concerns over the reduction of the No. 5 bus service and suggested that the principal authorities should undertake a full review particularly in light of recent additional funding they had received for bus services. They also raised concerns about the lack of policing in the village.

Meeting closed at 9.51pm