

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 25th November 2019 at 7.45p.m.

PRESENT: Councillors Bowden, Buller, Castro, Chapman, George, Miller, Perry, Sharp, Spearink, Walsh and Riordan who was in the Chair.
Parish Clerk: Mr MJ Westwood

APOLOGIES: Councillors Forward, Lain-Rose, Rawlinson and Thomas whose reasons for apology were accepted.

COUNCILLOR DECLARATIONS regarding items on the Agenda:

Changes to the Register of Interests – none declared.

Interests in Items on the Agenda – Chairman Riordan declared a financial interest in the item relating to PAT servicing and said he would absent himself from the meeting for that item.

Requests for Dispensation – None requested.

APPROVAL OF FULL COUNCIL MINUTES: Minute pages 1795-1800 of 4th November 2019 were APPROVED by Councillors, signed by Chairman Riordan and made available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>.

FINANCE REPORTS

1. Accounts for payment – for approval. Proposed by Councillor Perry, seconded by Councillor Miller, the listed accounts for payment were APPROVED. Councillor Buller abstained. Expenditure for the period 30th October to 19th November totalled £4,059.36; income for the period was £1,503.37.

Approved Payments 30th October - 19th November 2019	Amount
Homeleigh Timber - Plantex Weed Ground Cover re The Parade	40.00
Maclin Pumps Ltd - Jubilee Field Pump Pipework Replacement	1,104.00
Homeleigh Timber - Black Cable Ties for Poppies	8.50
Polybags Ltd - Black Sacks	36.88
Paxman Services (UK) Ltd - Bell Lane Toilet Clean/Open Oct	695.49
Paxman Services (UK) Ltd - Bell Lane Toilet Sundries Oct	62.29
Cllrs Travel Claim	42.60
Staplehurst Men's Shed - Replacement 5 bar gate YC	473.00
PJ Riordan - Jubilee Field Lamp Post Repair	234.00
KALC - Dynamic Cllr Training Course	60.00
Bradley Hawkins - Strimming & Hedge Cutting Wimpey Field	200.00
Kent County Council - Stationery	31.68
Homeleigh Timber - Oak Sleepers x8 The Parade	195.60
Homeleigh Timber - Sadolin & Timber Fixing Screws	109.30
Lloyds Bank Charges November	6.50
Sevenoaks District Council - Variation of Licence Jubilee Field	23.00
SSE - Bell Lane Toilets Electricity July-Oct	63.88
Countrystyle Recycling - Refuse Collection October	78.72
BT - Broadband & Phone Charges Nov-Jan	359.26
E-on - Street Light Energy October	54.77
Arron Services - Hosted Exchange Services Nov	171.00
TOTAL CURRENT ACCOUNT EXPENDITURE	4,050.47
TOTAL PETTY CASH EXPENDITURE	8.89

2. Summation of Accounts – for noting. NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
3. Bell Lane Toilets – Quotation for maintenance 2020-21 (for decision). RESOLVED: ACCEPT the quotation from Paxman Services (UK) Ltd to open, clean and maintain Bell Lane Toilets for a further twelve months from 01/04/20 at £133.74 per week (unchanged from 2019-20).
4. PAT Servicing – Quotes for testing Parish Office appliances. *Chairman Riordan left the meeting for the duration of this item and Vice-Chairman Perry took the chair.* RESOLVED: ACCEPT the quotation from South East PAT Testing of £50 for up to fifty items, £1.00 per item thereafter.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. KALC Annual General Meeting – Discussion of agenda items to provide guidance to the parish council's representatives at the meeting on 30/11/19. Councillors discussed the motions to be put to the AGM of the Kent Association of Local Councils. They NOTED KALC's explanation that it needed to recruit additional resource to enhance its service to members and deal with its increasing workload and therefore AGREED with the proposal to increase membership subscriptions to a maximum of £1,450 plus a £65 standing charge. Councillors discussed the motions submitted by member councils relating to simplification of the local council election process, housing targets, air quality assessment and balancing traveller and resident/landowner rights and indicated their general support, whilst acknowledging that the Parish Council's delegates would listen to the debates and vote accordingly.
2. Parade Christmas Display – Proposal to sponsor a Christmas tree (for decision). RESOLVED: allocate up to £50 towards sponsorship and decoration of a Christmas tree to be installed on the Parade planters as part of a community initiative.
3. Parish Council Surgery – (i) Report of surgery 23/11/19: Councillor Buller reported that residents had asked about Europe, delivery of the Village Update, road sweeping, Sainsbury's and Bovis Homes construction works; (ii) appointment of representative(s) for next surgery: Councillors agreed not to hold a surgery on 28/12/19, so the next surgery date would be 25/01/20.
4. Remembrance Day – Proposal to record formal thanks to the organisers and marshals of the Remembrance Day parade. Councillor Sharp said that she had sent expressions of thanks to the organisers and marshals who had contributed to the success of the Remembrance Day parade. RESOLVED: that the Parish Council's thanks be formally minuted.
5. Sainsbury's – Update on Sainsbury's plans for Staplehurst. Councillors NOTED: Sainsbury's had notified its intention to apply to MBC to vary the terms of the planning consent for the store and to reinstate the consent granted for the petrol station; Sainsbury's had advised that, subject to board approval, it would aim to deliver the store and petrol station during the financial year 2020-21; Sainsbury's had asked to meet representatives of the Parish Council and the Clerk was making arrangements.

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

1. Clerk's Report – The Clerk reported: the Parish Office had worked on Remembrance Day arrangements and was now arranging the Council's Christmas social event for local volunteers; the Clerk had attended meetings with Kent Highways and the Road Safety Group, as well as with Redrow Homes; on 05/12/19 Parish Council representatives would be meeting MBC to discuss the Call for Sites; the Clerk had reviewed a first draft of the winter Village Update; on 26/11/19 the Parish Office would be issuing papers for Finance & Strategy Group's meeting on 04/12/19.
2. Written Reports on Committee, Group and Project activities - for decision or noting

- 2.1. Appointment of Parish Council representative – nomination of Cllr Forward as representative to KALC Maidstone Area Committee (for approval). RESOLVED: that Councillor Forward be nominated to attend KALC Area Committee meetings on behalf of the Parish Council.
- 2.2. Communications Group – Report of meeting 12/11/19 – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/communications-group/>. Chairman Riordan commented that the Group had met in the absence of the Group's chairman and said that it would be helpful to have more members. Councillors Castro and George volunteered to join the group.
- 2.3. Community Enhancement Group – Report of meeting 11/11/19 – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/community-leisure-group/>. Councillors NOTED that: Councillor Sharp had taken on the role of acting chairman; two planters were in a temporary position on a bed at the Parade; subject to county councillor approval, Kent Highways would install bollards at the junction of Market Street and Station Road, in between which the Parish Council would be able to install planters; it was not possible to use a KCC lamp column to power Christmas lighting in a tree at the Parade (Min1797) and Chairman Riordan was investigating other options; it was suggested that the Greener Staplehurst Group take on responsibility for planting and maintenance of green areas at Wimpey Field. Chairman Riordan said that he would send Councillor Sharp correspondence about the Community Events Group's memorial bench to follow-up to her discussion with the Rector of All Saints Church.
- 2.4. Neighbourhood Plan Review Group – Report of meeting 13/11/19 – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/neighbourhood-plan-review-group/>. Recommendations re: Neighbourhood Plan (section 6) and Fleet Operator Recognition Scheme (section 9). Neighbourhood Plan: to accelerate execution of proposed amendments, Councillors asked the Clerk to ascertain the cost of procuring InDesign software and of commissioning Fera Urbanism to make the changes. Councillor Perry agreed to draw MBC's attention to the features of the Fleet Operator Recognition Scheme.
- 2.5. Road Safety Group – Reports (i) Group meeting 07/11/19 – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/road-safety-task-and-finish-group/>; (ii) meeting with Kent Highways 12/11/19 and updated Highway Improvement Plan. Councillor Buller reported that discussions with Kent Highways had been productive and that further news was awaited regarding proposed measures (gateway features, roundels, rumble strips and dragon's teeth) in the 30mph area at the southern end of the village.
- 2.6. VE Day 75 – Update on plans for events to mark the 75th anniversary of VE Day (Min1788). Councillor Sharp reported that a working group had met on 14/11/19. A Facebook page dedicated to the weekend's celebrations has been set up. Councillors commented on the need for careful consideration of food arrangements for a planned street party, particularly in the light of food hygiene regulations and allergies. It was suggested that a bring-your-own picnic may be appropriate.
3. Oral Reports from Committee/Groups/Councillors – for information only.
 - 3.1. Jubilee Field – Chairman Riordan reported that the football club had been given information about requirements it would need to meet in order to play at a higher level. He reported that MBC had approved allocation of S106 funding to Jubilee Field and the Village Golf Club.

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

1. Borough Councillor's Report – Councillor Perry commented that an MBC-KCC working group would be meeting to discuss infrastructure. He said he was asking MBC to review sites submitted in response to the Call for Sites and to eliminate unsatisfactory ones from the

list. He encouraged councillors to visit Hush Heath Winery to view the lighting; the Clerk was asked to arrange a visit. Councillor Perry said that he would make his MBC member’s funding available for installation and maintenance of planters.

- 2. KALC Area Committee – Minutes of meeting 11/11/19. NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>.
- 3. Police Report – PCSO Gardner’s report for October. Councillors NOTED that the report listed sixteen reportable crimes in Staplehurst.

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

No items

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

None.

SPECIAL MOTION & CORRESPONDENCE/REPORT:-

- 1. To move that the public be excluded from items 2 and 3 due to their confidential nature. As no members of the public remained present, the motion was not moved.
- 2. To receive an update on guidance and planning relating to Operation London Bridge. Councillors NOTED that discussions had been held with representatives of Kent County Council and of All Saints Church. Chairman Riordan suggested that a working group be set up to consider ideas.
- 3. To receive and discuss Employment Group’s plan to manage the retirement of the parish clerk in 2020. Councillors APPROVED the proposed advertisement, job description and person specification. They asked the Clerk to arrange for a press advertisement relating to the forthcoming vacancy to be issued in early December with a follow-up one in January in case of need.

Chairman.....

PUBLIC FORUM: Residents commented on the use of Bell Lane toilets, the Village Update, evaluation of sites submitted for the Local Plan review and the Youth Club AGM.

Proceedings finished at 9.45pm.