

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
Kathie Lamb Centre
Monday 28th June at 7.30p.m.

PRESENT:

Councillors Buller, Castro, George, Lain-Rose, McNeill, McPhee, Perry, Sharp, Smith, Spearink, Riordan who was in the Chair and Parish Clerk, Miss A Smith.

A one-minute silence was held to remember a well known Staplehurst Resident John Briffa, who had passed away the previous week.

The Chair also thanked the Girl Guides for allowing the Parish Council to use the Kathy Lamb Centre for a temporary period until restrictions are fully lifted.

1. APOLOGIES:

Apologies were received and accepted from Councillors Bowden, Gartan, Grimwood, Thomas.

2. COUNCIL MEETINGS

- 2.1. Councillors agreed by majority to ratify the decision to return to face to face meetings with immediate effect, and to return to the previously agreed schedule of meetings (Min 1867).
- 2.2. Councillors agreed by majority to suspend the Section 101 delegation v1 21/4/21 of powers to the Clerk with immediate effect, and return to operating under Standing Orders and Financial Regulations.

3. COUNCILLOR DECLARATIONS regarding items on the agenda:

- 3.1. Declarations of Changes to the Register of Interests – Councillor Lain-Rose advised that Kent County Council is now his direct employer, effective 1st June 2021.
- 3.2. Declarations of Interest in Items on the Agenda. None declared.
- 3.3. Requests for Dispensation. None requested.

4. APPROVAL OF FULL COUNCIL MINUTES

- 4.1. Pages 1916 – 1918 of 4th May 2021 available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. Proposed by Councillor Lain-Rose, seconded by Councillor Spearink it was RESOLVED to APPROVE the minutes to be signed by Chairman Riordan at the next meeting.

5. FINANCE REPORTS & PROPOSALS

- 5.1. Accounts for Payment – for approval.
Proposed by Councillor George, seconded by Councillor Smith, the listed accounts for payment were APPROVED. Expenditure for the period 1st April to 22nd June totalled £53,572.38; income for the period was £214,031.08.

<u>Approved Payments 1st April - 22nd June 2021</u>	Amount
Councillor Reimbursement re Workshop Sundries	7.00
Ecosan Services Ltd - Bell Lane Toilet Sanitary Unit p.a.	98.35
Hugo Fox - Website Silver Subscription April	23.99
Councillor Reimbursement Community Payback Refreshments	31.90
Councillor Reimbursement GSG Plants & Compost	68.53
KALC - Planning Conference	60.00

Chairman's initials

JFMC - Maintenance Payment 1/2	1,250.00
HMRC - Tax & NI March	1,420.91
All Saints Staplehurst PCC - Churchyard Maintenance 1/2 yr	5,055.33
ACRK - Annual Subscription	105.00
Balanced Audio Visual - CCTV Camera System Parts	8,674.20
KCS - Photocopier Rental Apr-Jun	120.31
Staff Payroll & Pension Costs April	5,697.04
Choice Support - Village Planter Maintenance April	410.80
GDPR-info Ltd - Data Protection Officer Service	420.00
KALC - Planning Conference	60.00
Staff Home Working Allowance - April	52.00
Hugo Fox - Website Silver Subscription May	23.99
Cam-tech Security - CCTV Surrenden Field Call Out Fee	90.00
Hugo Fox Ltd - SSL Certificate & Support	39.99
Paxman Services (UK) Ltd - Bell Lane Toilets Clean/Open Apr	736.84
Paxman Services (UK) Ltd - Bell Lane Toilet Sundries April	85.37
Councillor Reimbursement Community Payback Refreshments JF	19.14
Councillor Reimbursement Community Payback Refreshments JF	31.90
Cam-tech Security - CCTV Camera Replace Surrenden Field	197.76
Councillor Reimbursement GSG Plants Bumbles	40.44
Councillor Reimbursement Community Payback Refreshments	38.28
Art Decor Kent Ltd - Bell Lane Toilet Redecoration	2,540.00
Homeleigh Timber - Library & Parade Disabled Toilet Paint	626.68
Homeleigh Timber - Nylon Nut GSG	0.89
KALC - Annual Subscription	1,944.00
KSSAA - Annual Donation	250.00
Councillor Reimbursement GSG Bulbs Farmer Gracy	31.45
Choice Support - Village Planter Maintenance May	410.80
HMRC - Tax & NI April	1,417.04
Staff Payroll & Pension Costs May	5,724.64
Eddy Milham - 200x stakes re Wimpey Field	300.00
Staff Reimbursement re office telephone handset	16.45
KALC - Chairmanship Course	36.00
Hugofox Ltd - Silver Subscription June	23.99
Paxman Services (UK) Ltd - Bell Lane Toilet Clean/open May	736.84
Paxman Services (UK) Ltd - Bell Lane Toilet Sundries May	20.53
Councillor Reimbursement Community Payback Refreshments	57.60
SLCC - Annual Subscription	208.00
SLCC - Annual Subscription	262.00
Polybags - Black Sacks 300	92.48
Iden Business Services Ltd - Internal Audit to March 2021	480.00
Homeleigh Timber - Paint re Library Painting	15.48
Homeleigh Timber - Sundries re Library Painting	29.59
Homeleigh Timber - Sundries re Library Painting	23.82
Homeleigh Timber - Paint re Library Painting	39.10
Councillor Reimbursement Community Payback Refreshments Library	42.66
Staplehurst Village Centre - Office Rental April	350.00
Staplehurst Village Centre - Office Rental May	350.00

Chairman's initials

Staplehurst Village Centre - Office Rental June	350.00
Staplehurst Village Centre - Office Rental July	350.00
Choice Support - Village Planter Maintenance June	410.80
Paxman Printing - Annual Report x 3000 copies	595.00
Councillor Reimbursement Community Payback Refreshments Library	38.28
Homeleigh Timber - Spray Paint re Skatepark Graffiti	12.35
Homeleigh Timber - Paint & Accessories re Library Painting	34.88
Councillor Reimbursement Community Payback Refreshments	48.60
GeoXphere Ltd - Parish Online Annual Subscription	126.00
HMRC - Tax & NI May	1,417.04
Staff Home Working Allowance May	52.00
Sevenoaks District Council - Jubilee Field Premises Licence	180.00
Councillor Reimbursement Community Payback Refreshments Parade	54.32
Bradley Hawkins - Wimpey Field Mowing/Strimming	150.00
Staff Payroll & Pension Costs June	5,935.34
Defib Warehouse - Defibrillator Pads	44.28
Amazon UK - Operation Bridge Tablecloth	12.49
Vanessa Treasure Designs - Operation Bridge Armbands	23.41
Shaw & Sons Ltd - Operation Bridge Condolence Binder	235.80
Arron Services Ltd - Norton Security Laptop (AS)	42.00
ZOOM Video Communications - Annual Subscription	143.88
Amazon UK - Water Filter Cartridges parish office	29.63
123 Reg - Website Domain Name 2yr	28.78
Business Stream - Surrenden Pavilion Water 1/2 yr.	34.20
MBC - Council Tax Room 1 April	65.75
MBC - Council Tax Room 2-3 April	75.55
Business Stream - Bell Lane Toilet Water March	39.80
Opus Energy - Parish Office Electricity March	130.72
Opus Energy - Surrenden Pavilion Electricity March	20.79
Opus Energy - Bell Lane Toilets Electricity March	16.97
E-on - Parish Street Light Energy March	54.77
Countrystyle Recycling - Waste Collection April	64.80
Business Stream - Bell Lane Toilet Water April	11.78
MBC - Council Tax Room 1 May	62.00
MBC - Council Tax Room 2-3 May	72.00
Opus Energy - Parish Office Electricity April	136.16
Opus Energy - Bell Lane Toilets Electricity April	21.06
Opus Energy - Surrenden Pavilion Electricity April	19.52
BT - Office Telephone & Broadband Apr-Jly	211.02
E-on - Street Light Energy April	53.00
Countrystyle Recycling - Waste Collection April	81.00
Business Stream - Surrenden Pavilion Water Jan-May	3.71
Business Stream - Wimpey Field Water Jan-May	3.71
MBC - Council Tax Room 1 June	62.00
MBC - Council Tax Rooms 2-3 June	72.00
Business Stream - Bell Lane Toilets Water May	51.51
Opus Energy - Surrenden Pavilion Electricity May	15.19

Chairman's initials

Opus Energy - Parish Office Electricity May	93.23
Opus Energy - Bell Lane Toilet Electricity May	18.98
E-on - Street Light Energy May	54.77
Kent County Council - Youth Club Lease Purchase Jun-Sept	212.50
Countrystyle Recycling - Waste Collection May	64.80
Lloyds Bank - Service Charges April	7.85
Lloyds Bank - Service Charges May	7.00
Lloyds Bank Charges - June	7.00
Arron Services Ltd - Hosted Exchange Services April	171.00
Arron Services Ltd - Hosted Exchange Services May	171.00
Arron Services - Hosted Exchange Service June	171.00
TOTAL CURRENT ACCOUNT EXPENDITURE	53,562.13

TOTAL PETTY CASH EXPENDITURE 10.25

- 5.2. Summation of Accounts – for noting
NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
- 5.3. Ratification of decisions made under delegated authority – for noting
Councillors noted and agreed the decisions as tabled in the papers and published 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))
- 5.4. Purchase of mitre saw – for decision
Councillors discussed the need for the purchase of the double bevel sliding mitre saw. In addition, the Clerk confirmed that appropriate insurances were in place for all equipment in the workshop. Proposed by Councillor Spearink, seconded by Councillor Smith, Councillors RESOLVED by majority to APPROVE the purchase of the saw to the value of approximately £100 + VAT. Councillor Lain-Rose voted against this motion.

6. CORRESPONDENCE AND PARISH ISSUES

- 6.1. Residents Meeting
Following the Annual Parish Meeting that had been held virtually as a result of lockdown restrictions, Councillors had previously discussed the idea of holding a Residents Meeting later in the summer once restrictions were lifted. The Residents Meeting to be held. Councillor Riordan updated Councillors that he had received a positive response from the Area Commander for Kent Police to come and speak. He advised that he had approached the Area Commander following a significant range of policing concerns being raised by residents. Mid-August was suggested for the meeting. Proposed by Councillor Lain-Rose, seconded by Councillor Riordan, Councillors RESOLVED to delegate the decision to the Clerk to set the date for the meeting.
- 6.2. Skate Park Jam
Proposed by Councillor Lain-Rose, seconded by Councillor Riordan, Councillors RESOLVED to APPROVE the date of the 26th August for the Skate Park Jam.
- 6.3. SE Water Dry Water Plan Consultation
It was AGREED by Councillors that Councillor Sharp would consult with Councillors and prepare and submit a response of behalf of the Council.

Chairman's initials

7. WORKING GROUPS TERMS OF REFERENCE

7.1. Councillors discussed the difference between the Community Enhancement Group and the Greener Staplehurst Group terms of reference to gain greater shared understanding. Councillor Lain-Rose commented about a minor difference in the Greener Staplehurst Group terms of reference regarding advising Council about the appointment of the Chair of the group. It was agreed to RESOLVE by majority to APPROVE all 5 group terms of reference; The Communications Group, The Community Enhancement Group, The Greener Staplehurst Group, The Neighbourhood Plan Group and the Road Safety Group. It was noted that if Councillors wished to amend any terms of reference during the next 6 months, it could be done so in line with Standing Orders 7.1 and 9.

8. PARISH COUNCIL REPORTS

8.1. Clerks Report

The Clerk advised Councillors that due to the need to re-paint the ramp and steps at the library with anti-slip paint, it would be necessary to purchase a further 7.5ltrs of the paint at a cost of £105.00. The Chair and the Clerk had already approved the expenditure and this item was for advice. The Clerk confirmed that the new CCTV installations throughout the village are due for completion in the coming week with the installation of the cameras at The Parade. She also confirmed that the new cameras in Market Street had been successfully accessed to assist the Police with their investigations of a doorstep theft. The Clerk advised that the new finger post at Five Oak Lane and Five Ash Lane was due to be installed by KCC in the next couple of weeks; and that she had been approached by a resident to plant a memorial tree for her husband who had passed away recently. Councillors Spearink and George had been consulted and suggested a smaller species of Eucalyptus should be recommended. The Clerk sought and gained confirmation that Councillors were happy for this planting to proceed. Finally, the Clerk requested that Councillors give thought to how they would like to celebrate the Queen's Platinum Jubilee in the Village. She confirmed she would bring forward an agenda item for the next meeting.

8.2. Written Reports on Committee, Group and Project Activities

- 8.2.1. Communications Group – Councillors noted the reports of the meetings on the 22nd April and 20th May 2021, which have been published at [Communications Group - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](http://staplehurst-pc.uk)
- 8.2.2. Community Enhancement Group – Councillors noted the report of the meeting on the 6th May 2021, which has been published at [Community & Leisure Group - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](http://staplehurst-pc.uk)
- 8.2.3. Greener Staplehurst Group – Councillors noted the reports of the 19th April and 24th May 2021, which have been published at [Greener Staplehurst - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](http://staplehurst-pc.uk)
- 8.2.4. Neighbourhood Plan Review Group – Councillors noted the reports of the meetings of the 21st April and the 26th May 2021, which have been published at [Neighbourhood Plan Review Group - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](http://staplehurst-pc.uk).

8.3. Oral Reports from Committee/Groups/Councillors

8.3.1. Chairman's report

The Chairman reported on the following items; he congratulated the Clerk on the successful submission of projects for the Welcome Back Fund, and confirmed that Council was now awaiting the detail of the process on how to

Chairman's initials

claim the funding in order to progress the projects; he advised about a meeting he had held with residents of The Quarter to discuss concerns of speeding; he also confirmed that the Police had investigated the concerns raised by residents regarding a possible 'puppy farm' on Marden Road and that they had confirmed that there were no illegal activities taking place on the site.

The Chair went on to remind Councillors that any items discussed at Council Group meetings requiring decisions, needed to be brought to Full Council for approval. He advised that the best way for this to happen was to ensure that the item was fully explained and detailed in the group notes, in a clear manner, to enable the Clerk to pick out the item and bring forward on the Council agenda. He reminded Councillors that any Councillor could also bring an item for consideration by Full Council, but to do so the proposal must be clearly written and set out the considerations of the project; it must then be submitted to the Clerk by close of business on the Monday preceding the Wednesday when the agenda would be prepared. This would allow the Clerk time to review the item properly and if it was ready, for it to be added to the agenda. He also reminded Councillors that it was the Clerks duty to provide advice and guidance to Councillors to ensure that matters were handled correctly, following due process; with permissions where relevant obtained. He requested that Councillors support the Clerk as she carried out these duties.

The Chair went on to praise the work of the Community Payback team and suggested that Councillors could bring forward projects for completion, and Councillor Spearink added that Councillors were welcome to come and join the work of the Payback Team at any time.

The Chair also confirmed that the Community Hub would be closing with effect from the 1st July 2021. He thanked and praised the work of the volunteer leader who had run the project for 15 months. He also advised that Helen Grant, MP had forwarded on 5 food parcels which would be delivered to local families this week.

He also advised Councillors that Chapel Lane and Market Street had been experiencing problems with their refuse collections, and invited Councillor Brice to speak about this in her report later.

8.3.2. Verbal report by Councillor Lain-Rose

Councillor Lain-Rose proposed that thanks should be recorded to the Office and Caretaker staff who had worked extremely well in supporting the Council during the lockdown period. He advised that he had recently had contact with James Pearson from KCC, who had assured him that Staplehurst Library was top of the list of the next libraries to be re-opened. Councillor Lain-Rose suggested that there were two funds currently still open at KCC which the Council could consider accessing; the Helping Hands Fund, for those low-income families who may be struggling financially; and the Contain Covid Outbreak Management Fund.

8. REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS

– for noting

9.1. Borough Councillors Report

Councillor Brice reiterated the comments made by Councillor Lain-Rose regarding the Office and Caretaker team. She went on to explain the challenges being experienced by Chapel Lane residents in particular over the refuse collections. She advised that several solutions were being explored including extending double yellow lines, new

Chairman's initials

collection times and dispatching a smaller vehicle. She confirmed that she was pushing hard to find a suitable resolution for the residents. Councillor Brice congratulated the work of the Greener Staplehurst Group in the creation with MBC of the wild flower planting areas, which had looked beautiful. She suggested that Councillors may wish to start considering working with MBC to identify further areas for next year.

Councillor Perry reminded Councillors that MBC now had a majority party in situ. He advised that they were now beginning to take a stronger overall control in strategic direction and decision making. He mentioned that they were exploring the idea of 4 yearly elections, rather than the currently methodology of 1/3rds. He commented that they were hoping to move to a model of operation similar to KCC with a Cabinet based approach. He also advised that MBC were looking to urgently address some areas of concern to residents such as fly tipping, and to address evident staff shortages in certain departments such as Planning Enforcement. He commented that MBC were also hoping to invest in areas of cultural and sports facilities both within Maidstone but also in the rural surrounding areas. Finally, he confirmed that MBC were hoping to move to the Regulation 19 consultation on the Local Plan at some point in July.

9.2. County Councillors Report

The Chair confirmed that Councillor Parfitt-Reid was unable to attend but that he looked forward to working with her in the future.

9.3. PCSO Report

Councillors noted the PCSO's April and May reports.

10. REPORTS FROM LOCAL COMMUNITY GROUPS

None

11. URGENT MATTERS

None

Chairman.....

PUBLIC FORUM

Two residents commented that due to the precautions of social distancing and the use of face shields it had been difficult to hear clearly all proceedings and strongly recommended that Councillors project their voices in future. A resident raised concerns over the lack of trained Pharmacists working at the village pharmacy which was causing extreme difficulties for residents trying to get prescriptions completed. Councillor Louise Brice agreed to write to Lloyds pharmacy and raise the concerns. It was noted however that the staff at both the medical centre and the pharmacy were doing their best to assist where they could.

Meeting closed at 8.55pm