

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
Kathie Lamb Centre
Monday 19th July at 7.30p.m.

PRESENT:

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

1. APOLOGIES:

Apologies were received and accepted from Councillors Bowden (for health reasons), McNeill & Thomas (for work reasons).

2. COUNCILLOR DECLARATIONS regarding items on the agenda:

- 2.1. Declarations of Changes to the Register of Interests – None declared
- 2.2. Declarations of Interest in Items on the Agenda. Councillor Riordan declared an interest in item 4.1 as he was being reimbursed.
- 2.3. Requests for Dispensation. Councillor Riordan requested and was granted a dispensation to participate in discussion and voting on items 4.1. in accordance with Section 33(2)(c) of the Localism Act 2011.

3. APPROVAL OF FULL COUNCIL MINUTES

- 3.1. Pages 1919 – 1925 of 4th May 2021 available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. Proposed by Councillor Sharp, seconded by Councillor George it was RESOLVED to APPROVE the minutes to be signed by Chairman Riordan.

4. FINANCE REPORTS & PROPOSALS4.1. Accounts for Payment – for approval.

Councillor Riordan advised Councillors of a minor error on the Approved Payments list; the Bell Lane Opus Electricity Bill correct figure was £18.82, resulting in a change to the total to £4,413.02. Proposed by Councillor Sharp, seconded by Councillor George, the listed accounts for payment were APPROVED with the above amendment. Expenditure for the period 23rd June to 14th July totalled £4,418.51; income for the period was £1.03.

<u>Approved Payments 23rd June - 14th July 2021</u>	<u>Amount</u>
Commercial Services - Surrenden Field Mowing Jly/Aug/Sept	509.93
Kent County Council - Licence to attach Poppies to Lamposts	30.00
Cllr Reimbursement CP Refreshments Parade/Library	38.28
Arron Services Ltd - Laptop Repairs	195.00
Cllr Reimbursement re CP Refreshments Jubilee/Library	56.22
Staff Reimbursement re Parish Office Kitchen Sundries	18.00
Paxman Services (UK) Ltd - Bell Lane Toilet Clean/Open June	736.84
Paxman Services (UK) Ltd - Bell Lane Toilet Sundries June	30.59
Hugofox Ltd - Silver Subscription re Website July	23.99
Loose Parish Council - Caretaker Playground Inspection Training	168.50
ALCC - Subscription	40.00
Staff Home Working Allowance - June	52.00
Cllr Reimbursement re CP Refreshments Jubilee Field	37.48

HMRC - Tax & NI June	1,412.44
KALC - Data Protection Training	42.00
Rawlins & Co Ltd - Staplehurst Library Ramp Paint	127.04
Amazon - Disposable Gloves	15.48
Amazon - Full Face Visors	7.49
Maidstone Borough Council - Remembrance Road Closure Licence	75.00
Rawlins & Co Ltd - Staplehurst Library Ramp Paint	127.04
Wickes - Water Butt Stand re The Library GSG	10.50
Displaypro - Sneeze Guard	75.03
Tool Station - Mitre Saw re Workshop	119.98
Maidstone Borough Council - Council Tax Room 1	62.00
Maidstone Borough Council - Council Tax Room 2-3	72.00
Business Stream - Bell Lane Toilets Water June	36.18
Opus Energy Ltd - Surrenden Pavilion Electricity June	14.57
Opus Energy Ltd - Parish Office Electricity June	24.82
Opus Energy Ltd - Bell Lane Toilets Electricity June	18.82
Countrystyle Recycling Ltd - Waste Collection June	64.80
Arron Services Ltd - Hosted Exchange Services July	171.00
TOTAL CURRENT ACCOUNT EXPENDITURE	4,413.02

TOTAL PETTY CASH EXPENDITURE

5.49

4.2. Summation of Accounts – for noting

NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.

5. CORRESPONDENCE AND PARISH ISSUES5.1. Welcome Back Fund SLA

Following the successful application for funding some projects for the village, MBC had now supplied the SLA for approval and signature by the Council. Councillor Castro enquired if it were too late to change the proposal for a market to an international market. The Clerk confirmed she believed it was. Proposed by Councillor Lain-Rose, seconded by Councillor Sharp it was RESOLVED to approve the SLA and for the Chair to sign the document.

5.2. Resident Proposal for vehicular access to houses 68-72 Church Green

After considerable discussion a modified proposal was put forward as a motion; to support the resident in proposing a solution where they would be granted a wayleave, rather than purchase the land; include a turning circle for deliveries; for the access to be constructed of environmentally friendly porous grasscrete or similar, with a dropped curb access from Church Green; with no parking signs erected to prevent parking on the grass area. Proposed by Councillor Lain-Rose, seconded by Councillor Riordan, the motion was REFUSED by majority.

5.3. Council Meeting Schedule

Councillors discussed a range of options to include, keeping Planning Committee and Full Council on the same night, splitting the two meetings but running them concurrently on a Monday and Tuesday or splitting the meetings and running them in different weeks. Proposed by Councillor Lain-Rose, seconded by Councillor Smith it was RESOLVED by Councillors to APPROVE that the meeting schedule adopt the following pattern: Week 1 Monday night – Full Council, Week 2 Monday night –

Planning Committee, Week 3 Monday night – no meeting. It was also RESOLVED that both meetings commence at 7.30pm. It was agreed that the logistics to include transitioning to this pattern and venues be left to the Clerk to organise.

5.4. Mobile Tea Van for SMUFC matches at Jubilee Field

SMUFC had requested permission to allow a mobile tea and snack vendor to operate on Jubilee Field on match days. Concerns were raised regarding the potential for litter, however Councillor Riordan confirmed that new hire agreements were due to be issued to the clubs which included detailed requirement for litter picking and clearance. Proposed by Councillor Lain-Rose, seconded by Councillor Grimwood, it was RESOLVED to APPROVE permission for SMUFC to have a mobile tea and snack vendor on Jubilee Field on match days only, subject to the appropriate licences by the vendor being obtained and litter being cleared afterwards.

5.5. Temporary Shed at JMFC

Following a discussion, proposed by Councillor Lain-Rose, seconded by Councillor McPhee, Councillors RESOLVED to APPROVE giving permission to JMFC to erect a temporary shed storage facility with a concrete base, subject to JMFC reimbursing the Parish Council for any increase in insurance costs, JMFC being responsible for ongoing maintenance costs and that they ensure that the shed be properly secured. Councillor Riordan agreed that the JMFC would take on these responsibilities.

5.6. Queen's Platinum Jubilee Celebrations

Proposed by Councillor Sharp, seconded by Councillor Lain-Rose, it was RESOLVED to set up a temporary working party for the express purpose of recommending and organising any Council led celebrations and liaising with SCEG and other village groups for the Queen's Platinum Jubilee in 2022. This Group would be chaired by Councillor Sharp and Councillors Grimwood, McPhee and Riordan volunteered to be members. The Group would remain in existence until one week after the Jubilee celebrations in 2022.

Councillor Lain-Rose left the meeting at this point.

6. PARISH COUNCIL REPORTS

6.1. Clerks Report

The Clerk updated Councillors on the proposed plans for the East Kent Schoolboy Scramble Club to hold a two-day event over the weekend of the 31st July and 1st August. She advised that she was in correspondence with the club and local residents affected. The Clerk updated Councillors on her correspondence with the CEO of Lloyds Pharmacies in the UK, following repeated failures in service and closures of the branch due to staffing issues. She reported that Lloyds had advised that Pharmacists are in short supply in the UK, but they had assured her that they were working hard to resolve the staffing crisis. Following this weekends closure, the Clerk confirmed that she had written again with a view to trying to support residents and the village in seeking a resolution to the problem. Finally, the Clerk advised the that PCSO had reported a change in the structure and activities for the PCSO team. In practice Staplehurst's PCSO was now being moved to cover Headcorn as well as Staplehurst, which being a busier village, raises concerns over a drop in practical on the ground support for Staplehurst. Additionally, PCSO's had been advised that they were to no longer provide the crime statistics report to Parishes. The Clerk confirmed that if the reports were no longer forthcoming, that she would look to find a way for the office to provide a monthly report. She commented however that she had been working with the Chair to seek an invitation

for the Chair to MBC's Parish Cluster Meetings, where among other matters PCSO support and policing were discussed. To date she had been unsuccessful in gaining the invitation, but had sought support from Councillor Perry which had been forthcoming, and hoped the position would change in the near future.

6.2. Written Reports on Committee, Group and Project Activities

6.2.1. Communications Group – Councillor Castro explained that he would be bringing forward items from the notes at the next full Council meeting. He reminded Councillors of the importance of sending any articles to the Communications Group for the next village update as soon as possible as copy deadline was the 6th August. Councillors noted the report of the 1st July 2021, which has been published at [Communications Group - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk/communications-group)

6.2.2. Community Enhancement Group – Councillors noted the report of the meeting on the 8th July 2021, which has been published at [Community & Leisure Group - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk/community-leisure-group)

6.2.3. Neighbourhood Plan Review Group – Councillors noted the report of the meeting of the 24th June 2021 which has been published at [Neighbourhood Plan Review Group - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk/neighbourhood-plan-review-group).

6.2.3.1. Design Code for Housing in Staplehurst

Councillors expressed thanks and congratulations to the Group for the production of the draft Design Code. Councillors having reviewed the draft Code and after some discussion they decided that a few further minor amendments were needed and agreed that the item be referred back to the Neighbourhood Plan Review Group and resubmitted to a future meeting.

6.2.4. Road Safety Group – Councillors noted the reports of the meetings on the 13th May 2021 and the 24th June 2021, which have been published at [Road Safety Task and Finish Group - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk/road-safety-task-and-finish-group)

6.4. Oral Reports from Committee/Groups/Councillors

6.4.1. Chairman's report

The Chairman spoke about the following; his pleasure at the reopening of the library on the 26th July; the ongoing challenges of the pharmacy and medical centre service and some resident issues arising from the Sainsbury's development that he had been working to resolve. He updated Councillors on early steps to implement some of the Welcome Back Fund initiatives and work he had been engaging with MBC over in terms of improvements to the Car Parks in the village via s106 funding. He advised that he had met with Schemes Project Manager from KCC Highways to understand what was required for a possible crossing on the Cranbrook Road and would report back to the RSG. He reported that the new mower supplied by the Parish Council for Jubilee Field, had broken down and would require significant expenditure to repair, which the JFMC would fund. Councillor Grimwood offered to look into the matter to determine if it was a warranty issue. The Chairman encouraged Councillors to support the 3 summer events being sponsored by the Council; Summer Play Scheme, BioBlitz day and the Skate Park Jam. Finally, he updated Councillors that the Planning Committee had recommenced the neighbours planning postcard notices, and requested further assistance from other Councillors to deliver them each cycle.

Councillors Riordan, Castro, Perry, Smith, George, Grimwood and the Chair of the Neighbourhood Planning Committee also volunteered. Councillor Buller would continue to organise and request assistance from these volunteers as required.

7. REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS

– for noting

7.1. Borough Councillors Report

Councillor Perry updated Councillors about the following; all Chairs and Vice Chairs had now been appointed except one, and that they were moving to a more cabinet based approach; that the Council had commenced consultation on changing elections to a four yearly cycle rather than thirds and that all MBC Council meetings were now being conducted face to face with the last one being held at the Leisure Centre. Councillor Perry also commented that; the Local Plan Review Regulation 19 consultation has been put back to Oct 2021, but they would still be on schedule overall; the Council was keen to create a redevelopment plan for the town centre to both attract more people but also combat anti-social behaviour and that they were considering an active leisure plan which would see the devolution of some leisure facilities with the potential for a regional leisure centre approach. Councillor Perry also advised that there had recently been Parish Cluster meetings set up, to support Parishes were policing, community protection and other services to parishes would be discussed. Although Parish Chairs were not originally identified as attendees, he was pressing hard for them to be invited and was hopeful this would occur. Finally, Councillor Perry expressed his extreme disappointment and frustration at the recent Planning Inspectorate regarding the application Land South of South Cottage (20/505611) and was insisting that the appeal be discussed at the next MBC Planning Committee appeals review. He also drew Councillor attention to another planning application being considered on the 22nd July Committee meeting regarding the proposed solution to the drainage issues on Marden Road.

Proposed by Councillor Riordan, seconded by Councillor Sharp it was agreed to suspend standing order 3.24, to allow a further 15 minutes to complete business.

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

7.2. County Councillors Report

Councillor Parfitt-Reid updated Councillors on her work on; lobbying for the Reconnect Scheme to allow children affected by the pandemic to continue to receive free bus travel to the end of August, and also discounted entry into the leisure facilities. She also updated Councillors on her meeting with KCC Highways to discuss some of the concerns raised with her by residents and reported that; it was unlikely that KCC would agree to move the bus stops outside the new Sainsburys due to lack of other suitable positions; that Pagehurst Road surface had now been repaired and that the road markings at Cuckolds Corner crossroads were due to be repainted soon. She was pleased to advise about the library reopening. She also updated Councillors on which Committees she had become a member which included Transport and Environment Committee, Flood Risk Committee and Regulatory Committee, as well as being a representative to Kent Fire and Rescue. She confirmed that she had however stepped down from Committee membership in MBC to allow for these changes, but advised that she felt she would be in a position to better represent local resident issues by doing so.

7.3. PCSO Report

Councillors noted the PCSO's June reports.

8. REPORTS FROM LOCAL COMMUNITY GROUPS

8.1. Jubilee Field Management Committee Report from 30th June 2021. Councillors NOTED the report.

9. URGENT MATTERS

None

Chairman.....

PUBLIC FORUM

A member of the public, requested that those Councillors who had elected to remove their masks whilst seated, should wear their masks. Most Councillors did comply with this request.

Meeting closed at 9.34pm