

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 15th October 2018 at 7.40 p.m.

PRESENT: Councillors Ashby, Buller, Forward, Kelly, Lain-Rose, Manning, Perry (from the point indicated in the minutes), Pontet (from the point indicated in the minutes), Sharp, Symes and Burnham who was in the Chair.

Parish Clerk: Mr MJ Westwood

APOLOGIES: Councillors Perry (for late arrival due to borough council business), Reardon, Riordan, Silkin and Smith whose reasons for apology were accepted.

CO-OPTION TO FILL COUNCILLOR VACANCY followed by the signing of the Declaration of Acceptance of Office. Councillors considered personal statements provided by two candidates for co-option. For this agenda item Councillors RESOLVED in accordance with standing order 3q to vote by signed ballot. After the signed ballot of all Councillors present, Ms Hannah Pontet was co-opted to the Parish Council. The Declaration of Acceptance of Office was signed and Councillor Pontet took her place at the Council meeting.

COUNCILLOR DECLARATIONS regarding items on the Agenda:-

Changes to the Register of Interests – none declared.

Interests in Items on the Agenda – none declared.

Requests for Dispensation – none requested.

APPROVAL OF FULL COUNCIL MINUTES Minute pages 1721-1724 of 24th September 2018 were APPROVED by Councillors, signed by Chairman Burnham and made available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>.

FINANCE REPORTS

1. Quotation to fell tree on land between High Street and Chestnut Avenue – Quotations provided pursuant to agreed planning consent 18/504198 (for decision). RESOLVED: accept quotation from Forestry First to fell tree and grind stump at a cost of £495.
2. Summer Play Scheme – Proposal to fund operating deficit incurred by Play Place (for approval); report on play scheme held 30/07/18 – 17/08/18 (for noting). RESOLVED: approve payment of £1,035 to Play Place to fund the scheme's operating deficit. It was NOTED that the scheme had been rated as 'good' by Ofsted and that feedback from children and parents had been positive.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. Gypsy & Traveller Issues – Report of meeting held with neighbouring parishes (for noting). The Clerk's report of the meeting was NOTED by Councillors. Those who had been present commented: it had been a useful forum for exchanging views; representatives of Frittenden Parish Council made interesting comments about how Tunbridge Wells BC engaged with parish councils; attendees at the meeting expressed concern about the adequacy of MBC's resourcing of its enforcement activity and planned to make representations about it.
2. Hen & Duckhurst Farm Development – Report of meeting with David Wilson Homes 02/10/18 (for noting). The Clerk's report of the meeting was NOTED by Councillors. It was NOTED that questions had been raised with David Wilson Homes about outstanding planning conditions and about the management of works that will deliver the new roundabout on Marden Road (the site access point); works are currently planned to commence from 22nd October.

3. Highways Issues – Discussion of possible locations for and commissioning of speed surveys (for decision pursuant to Min1722). Councillors NOTED that the Speedwatch team had proposed four locations for surveying: Station Road north of Free Church; Church Hill at Old Rectory Close; Cranbrook Road at the 40mph repeater sign; Maidstone Road north of the railway bridge. Councillors also NOTED that the indicative cost per survey was £180 and that County Councillor Hotson had offered to assist with some funding. RESOLVED: approve the commissioning of traffic surveys at the four locations recommended by the Speedwatch team.
4. Kent Association of Local Councils – Invitation to AGM on 17/11/18 at Ditton Community Centre: two voting representatives and two non-voting representatives (for decision). The Clerk reported that Councillor Silkin had volunteered to attend. Councillor Lain-Rose also volunteered.
5. Kent Highways Parish Seminar – Invitation to send two delegates to the Kent Highways Parish Seminar on 02/11/18 (for decision). Chairman Burnham said he would attend.
6. Parish Council Surgeries – (i) Report of Surgery 29/09/18 – Councillor Silkin’s report that planning and speeding issues had been raised was NOTED; (ii) Appointment of representatives at future surgeries: 27th October – Councillor Ashby; 24th November – Councillor Buller.

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

1. Clerk’s Report – The Clerk reported: the Parish Office was working on arrangements for the beacon-lighting event on Remembrance Sunday; the street-lamp poppy display would be installed at the start of November; two requests for CCTV footage had been received; a KCC Public Rights of Way officer had visited public footpaths leading to Wimpey Field; the Jubilee Field pump had been serviced; the caretaker had completed planned painting and repair work at Surrenden play area.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - a) Clerks’ Conference – Report of Kent Association of Local Councils Clerks’ Conference 13/09/18 (for noting). The Clerk’s report was NOTED and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>.
 - b) Standing Orders – Proposal to approve and adopt new standing orders following issue of a revised model by the National Association of Local Councils (for approval). RESOLVED: approve and adopt the new standing orders which were published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.
 - c) Planning Committee Terms of Reference – Proposal to approve new terms of reference for Parish Council planning committee to complement new standing orders. RESOLVED: approve and adopt the terms of reference which were published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.
 - d) General Data Protection Regulations – Proposal to approve new policies: (i) General Privacy Policy; (ii) Internal Privacy Policy; (iii) Breach Notification Policy. The Clerk commented that the policies were a result of work undertaken on templates provided by the Parish Council’s Data Protection Officer and were necessary to comply with GDPR requirements. RESOLVED: approve and adopt the policies which were published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.
 - e) Battle’s Over – A Nation’s Tribute – Request to hold beacon-lighting ceremony on Surrenden Field on 11/11/18, as set out in report dated 08/10/18 (for decision). Councillors NOTED: organisers of the beacon-lighting event had asked to relocate the event from All Saints Church to Surrenden Field; the Parish Office had contacted MBC and the Parish Council’s insurers to address their requirements; Councillors Manning and Reardon were due to meet MBC representatives on site to discuss arrangements; the Parish Council had already agreed to purchase the beacon and lighting equipment

- for the event (Min1714). RESOLVED: agree to use of Surrenden Field for the ceremony and to covering incidental expenses relating to the change of venue.
- f) Community Enhancement Group – Report of meeting 08/10/18 <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/community--leisure-group/> (for noting). Councillors NOTED the draft report which was subject to confirmation by group members. Councillor Kelly commented that he was assisting the youth worker at the Staplehurst Youth Group sessions, had undertaken training and was DBS-checked.
 - g) Neighbourhood Plan Review Group – Minutes of meeting 26/09/18. NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/neighbourhood-plan-review-group/>. Councillors NOTED the considerable work already undertaken on reviewing the Neighbourhood Plan and that more would be undertaken at the Group's next meeting. *Councillor Perry joined the meeting.*
 - h) Village Clean-Up – Report of Clean-Up held 29/09/18: Councillor Buller's report was NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>. Proposal for donations- RESOLVED: donate £50 to Staplehurst Youth Group and £50 to Staplehurst Men's Shed, with thanks for their assistance at the event.
3. Oral Reports from Committee/Groups/Councillors – for information only.
No reports.

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

1. Borough Councillor's Report – Councillor Perry reported that Maidstone Borough Council was working on its strategic plan and reviewing the Local Plan. Before the end of the week he expected to have another meeting with MBC about the future ownership of Surrenden Field. He asked that the Parish Office refresh the analysis of revenue and capital costs relating to the field.
2. Kent Association of Local Councils – Cllr Silkin's report of KALC Maidstone Area Committee meeting 24/09/18. Councillors NOTED the report and that the Association had issued its draft minutes of the meeting (published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>).

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting): -

1. Headcorn Aerodrome Consultative Committee – (i) Minutes of meeting 05/06/18; (ii) Cllr Perry's report of meeting 02/10/18. Both reports were noted and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>.

URGENT MATTERS (at Chairman's discretion, information only items for noting or for decision at a future meeting)
No items.

SPECIAL MOTION & REPORT- STAFF BUDGET AND REMUNERATION 2019-20:-

1. To move that the public be excluded from item 2 due to its confidential nature. Proposed by Councillor Burnham, seconded by Councillor Lain-Rose, Councillors RESOLVED to agree the motion. Members of the public and the Clerk left the meeting.
2. To note the confidential report of the Employment Group's meeting 17/09/18 and to consider and approve its recommendations relating to staff budget and remuneration 2019-20. Councillors considered the Employment Group's report titled '2019-20 Pay Review' and dated 21/09/18. After much debate and discussion, the report's recommendations, proposed by Councillor Lain-Rose and seconded by Councillor Symes, were APPROVED (for 9, abstention 1).

Chairman.....

PUBLIC FORUM: Before the meeting, the Chair of Staplehurst Emergency Help Team discussed the team's recent emergency exercise, the team's plans for publicity and his wish to guide a new chairman into the role. Borough Councillor Brice said that she had held helpful meetings with Arriva and Aldi. After the public session of the meeting Borough Councillor Brice asked that residents have the opportunity to meet David Wilson Homes' representatives (Chairman Burnham said that the company had confirmed it was its intention to provide such an opportunity). Borough Councillor Brice asked to be notified of litter issues affecting rural lanes.