

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL  
Virtual Meeting via Zoom video-conference  
Monday 7<sup>th</sup> September 2020 at 7.00p.m.

**PRESENT:** Councillors Bowden, Buller, Castro, Forward, George, McNeill, Miller, Perry, Sharp, Spearink, Thomas and Riordan who was in the Chair.  
Deputy Parish Clerk: Mrs DA Jenkins

**APOLOGIES:** Councillor Rawlinson whose reason for apology was accepted. Councillor Lain-Rose was absent.

**COUNCILLOR DECLARATIONS** regarding items on the Agenda:

Changes to the Register of Interests – none declared.

Interests in Items on the Agenda – Councillor Riordan declared an interest relating to 'Accounts for Payment' as he had received reimbursement for expenses incurred.

Requests for Dispensation – no requests.

**APPROVAL OF FULL COUNCIL MINUTES:** Proposed by Councillor Castro, seconded by Councillor Forward, minute pages 1849-1853 of 10<sup>th</sup> August 2020 and Page 1854 of 25<sup>th</sup> August 2020 were APPROVED by Councillors, to be 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 Thomas, seconded by Councillor George, the listed accounts for payment were APPROVED. Expenditure for the period 15<sup>th</sup> July to 27<sup>th</sup> August totalled £27,197.09; income for the period was £73.02.

<b><u>Approved Payments 15th July 2020 - 27th August 2020</u></b>	<b>Amount</b>
Cllr Reimbursement - Duplicate Office Keys	25.90
Staplehurst Community Centre - Covid-19 EHT Rent 3rd Pty	500.00
Covid-19 EHT Expenses Third Party Funds	13.63
Covid-19 EHT Expenses Third Party Funds	584.30
Covid-19 EHT Expenses Third Party Funds	55.27
Choice Support - Village Planter Maintenance July	391.62
Bradley Hawkins - Wimpey Field Mowing/Strimming Jun/Jly	225.00
Floral Studio - VJ Day Wreath	65.00
Maclin Pumps Ltd - Jubilee Field Pump 1/2 yr Service	235.20
Paxman Services (UK) Ltd - Bell Lane Toilet Sundries July	28.19
Paxman Services (UK) Ltd - Bell Lane Toilet Clean/Open July	695.49
Feria Urbanism - Neighbourhood Plan Update	330.00
Commercial Services Trading Ltd - Surrenden Field Mowing	828.62
Cllr Reimbursement - Community Payback The Parade	30.90
Cllr Reimbursement - Community Payback Refreshments Wimpey F	32.90
Staplehurst Small Plant & Mowers Ltd - Mower Service	325.61
Space 2 Be Me - Donation	250.00
HMRC - Tax & NI July	2,114.04
Staff Reimbursement - Desktop Hub	20.49
Cllr Reimbursement - Community Payback Refreshments The Parade	30.10
Friends of Five Acre Wood School - Donation	250.00
Staplehurst Community Centre - Rent April	175.00

Staplehurst Community Centre - Rent May	175.00
Staplehurst Community Centre - Rent June	175.00
Staplehurst Community Centre - Rent July	175.00
Staplehurst Community Centre - Rent August	175.00
Kent County Council - KCS Consumables, Office Stationery	54.72
Payroll & Pension Costs - July & August	14,895.61
Metcraft Lighting - Lanterns x2 Chapel Lane	1,897.20
Playsafety Limited - JF Skate Park Annual RoSPA Inspection	82.20
Playsafety Limited - SF Play Area Annual RoSPA Inspection	115.80
Homeleigh Timber - Grip Gloves Caretaker	6.52
Staplehurst Country Stores Ltd - Strimmer & Accessories	746.99
Staff Reimbursement - Land Registry Fee	4.00
Choice Support - Planter Maintenance August	410.80
Subway - Community Payback Nicholson Walk	37.07
Subway - Community Payback Refreshments The Parade	23.72
Subway - Community Payback Refreshments The Parade	30.10
Post Office - Stamps 250x2nd Village Update	162.50
University of Kent - KITC Digital Access Healthcheck JT	25.00
MBC - Road Closure Fee Remembrance Day	75.00
Post Office - Stamps 250x2nd Village Update	162.50
Subway - Community Payback Refreshments Scout Hut	26.17
MBC - Council Tax Room 1 August	62.00
MBC - Council Tax Room 2-3 August	72.00
Information Commissioners Office - Annual Fee	35.00
Business Stream - Bell Lane Toilets Water Jly	43.31
E-on - Street Light Energy July	54.77
Countrystyle Recycling - Waste Collection July	82.20
Lloyds Bank Charges - Jly	7.15
Lloyds Bank Charges - August	6.50
Arron Services Ltd - Hosted Exchange Services August	171.00
<b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>	<b>27,197.09</b>
<b>TOTAL PETTY CASH EXPENDITURE</b>	<b>0.00</b>

2. Summation of Accounts – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
3. Came & Company Insurance Renewal Quotation – for approval. It was noted that there had been an increase of £114.36 on the previous year's insurance, mainly due to the addition of a number of new purchases including the telephone box at Church Green. Proposed by Councillor Buller, seconded by Councillor Bowden, it was RESOLVED to ACCEPT the quote of £3,249.36 from Came & Co. for the year ending 30<sup>th</sup> September 2021.
4. Remembrance Day Parade – Proposal to purchase 'Purple Guide' to meet Maidstone Borough Council risk requirements – for approval. Proposed by Councillor Forward, seconded by Councillor Thomas, it was RESOLVED to PURCHASE the 'Purple Guide' as recommended by Maidstone Borough Council at £25 +VAT per annum.
5. Staplehurst Library Repainting – Proposal (i) to use Community Payback resource to paint the exterior of Staplehurst Library, and (ii) to fund the work from grant funding of £500 to be sought from KCC Member Fund – for decision. (i) It was RESOLVED to use Community Payback to repaint the library and The Parade toilet block; Councillor Riordan stated there should be plenty of paint to spare. (ii) Proposed by Councillor Sharp, seconded by Councillor Bowden, it was RESOLVED to APPLY for a grant of £500 from the KCC Member's Fund. Councillor Forward requested that Community Payback repaint some

of the concrete planters on which the paintwork was failing and Councillor George hoped that Community Payback would be able to assist, in the near future, with landscape maintenance at Wimpey Field. Councillor Spearink confirmed that Community Payback Team would be available for other jobs following one more week working at the Scout Hut.

6. Tree work along footpath KM312 – The Deputy Clerk has sourced 4 quotes for the required tree maintenance along Footpath KM312 – for decision. Councillors NOTED the report dated 01/08/20 provided by the Deputy Clerk & Finance Officer. Proposed by Councillor Forward, seconded by Councillor Thomas, it was RESOLVED to APPROVE the quote of £496 +VAT from Living Forest. It was AGREED that the Deputy Clerk should ask Living Forest to reconsider removing the Ash tree completely, if this could be avoided.
7. Work Bench – Proposal to spend up to £700 on installing an equipped work bench for use by the caretaker and volunteers in connection with Parish Council maintenance tasks and projects – for decision. Proposed by Councillor Spearink, seconded by Councillor Castro, it was RESOLVED to ALLOCATE up to £700 on preparing the air raid shelter and installing an equipped work bench for the use of the caretaker and councillors. This could be extended to allow use by other village groups. Councillor Sharp stated that the air raid shelters will be removed during the redevelopment of the Community Centre. Councillor Riordan observed that there were other buildings to which the equipment could be moved, such as Surrenden pavilion or the Youth Club hut.

**CORRESPONDENCE & PARISH ISSUES** for decision or noting:

1. Boughton Monchelsea Neighbourhood Development Plan Regulation 16 Consultation – Boughton Monchelsea Parish Council has prepared a Neighbourhood Development Plan. Public consultation 14th August 2020 to 28th September 2020. For noting/comment. Councillors NOTED the plan and confirmed their support.
2. Hen & Duckhurst Farm – Report from Steve Anthony, The Clancy Group, of 3<sup>rd</sup> August 2020 meeting held with Southern Water/Clancy Group/SPC. For discussion/decision on next steps. Following much discussion, it was RESOLVED that Councillor Riordan would pursue Maidstone Borough Council Enforcement Team as the Parish Council thinks that DWH is in breach of its planning conditions. Councillor Perry advised any correspondence should be copied to William Cornell, Rob Jarman and Alison Broom. Councillor Perry would contact Helen Grant MP to request a meeting be held with SWS in her presence. Councillor Bowden agreed to send his comprehensive notes to Councillor Perry and any other Councillor that requested.
3. Marden Road Speed Limit - Amendment 45 Speed Limit Order - reduction to 30mph taking effect 24/08/20. The formal order is on public deposit from 21/08/20 until 05/10/20 (at [www.kent.gov.uk/highwaysconsultations](http://www.kent.gov.uk/highwaysconsultations)). For noting/comment – (draft order was reviewed by SPC Min1841). Councillors NOTED and SUPPORTED the Speed Limit Order.
4. Potential locations for mobile testing units for Covid19 – request from MBC to assist with identifying further potential sites for mobile testing facilities (for comment/noting). Councillors suggested a number of village sites, of which none fitted the given criteria apart from the station car park. It was AGREED that Councillor Perry would speak to Alison Broom at MBC about this potential site.
5. Sainsbury's Store Construction – Update letter from Sainsbury's 26/08/20 (for noting). NOTED by Councillors.
6. Update of Staplehurst Neighbourhood Plan – on 6<sup>th</sup> August 2020 Maidstone Borough Council formally made the updated Staplehurst Neighbourhood Plan. – for noting. NOTED by Councillors. Councillor Buller offered her thanks to the NPRG and Mick Westwood for their work and assistance on updating the Neighbourhood Plan.
7. Vehicle Charging Points Grant – Invitation from Kent County Council to register an interest in its project to increase the number of publicly accessible Electric Vehicle (EV) charging points and help more people make the switch to cleaner and quieter vehicles (for discussion

and decision). Councillors discussed a number of possible locations for EV charging points and RESOLVED to register an interest in the project.

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

1. Clerk's Report – The Deputy Clerk reported: the arrangements for the office this week; a reminder of KALC training events for Councillors; Kent Highways notice that load testing was required on all street columns to be used for Christmas motifs costing £1,265 of which £500 had been offered from KCC Member's Fund; the caretaker is back at work with his son as assistant.
2. Written Reports on Committee, Group and Project activities - for decision or noting
  - 2.1. Communications Group – Report of meeting held on 13/08/20 – for noting. NOTED by Councillors and published on the Parish Council website.
  - 2.2. Community Enhancement Group – Report of meeting 26/08/20 (for noting). NOTED by Councillors and published on the Parish Council website.
  - 2.3. Merit Award – Seek nominations for the Staplehurst Merit Award 2020. Councillor Riordan reported that nominations are currently being received. It is hoped to make a decision on the award by October. Nominations for persons living outside of the village would be welcomed.
  - 2.4. Road Safety Group – Report of meeting 27/08/20 (for noting). NOTED by Councillors and published on the Parish Council website. Councillor Sharp reminded Councillors of the '20 is plenty' poster for residents to place in their gardens.
  - 2.5. Overgrown Hedges (Narrow Paths) – Proposal to distribute advisory notices. Having received advice from Kent Highways, a draft letter has been written to send/deliver to residents whose boundary hedge is obstructing the footpath, making it difficult to pass without walking in the road especially with current distancing measures in place. The RSG will monitor and organise the delivery of letters. Councillor Buller advised that as from 10/09/20 Speedwatch volunteers over the age of 70 years will be able to resume monitoring vehicles.
3. Oral Reports from Committee/Groups/Councillors – for information only.
  - 3.1. Chairman's Report – Oral report by Chairman Riordan. Councillors Riordan and Perry had attended the turning of the sod at the Sainsbury's site. Sainsbury's are keen to employ local people and local businesses during the construction works. Sainsbury's reacted positively to Councillor Riordan's suggestion that a monthly update meeting is held with the Parish Council. The lanterns and columns for Chapel Lane have been received. The Deputy Clerk confirmed that she is awaiting a response from the contractor who is to perform the installation. The recently appointed Clerk had sent a letter of resignation which had been accepted by the Parish Council. Gardening leave is currently being taken. KCC have been contacted about the damaged bollard and the uneven surfaces at The Parade which are being dealt with. Councillor Riordan and Spearink have received a letter from MBC Monitoring Officer regarding a complaint from a resident relating to comments made by them at a recent meeting. A written response has been sent.

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

1. Borough Councillor's Report – Oral report from Councillor Perry. Buried within the Planning White Paper is a revised methodology for calculating future housing targets which could take MBC's target from the current figure of 843 homes, with an interim target of 1214 homes, to 1568 homes. The new methodology, which doesn't take into account the high numbers of rented property in the Borough, is being opposed by MBC. The target is not subject to primary or secondary legislation and will be passed as part of the NPPF. A comment has been submitted in support of Marden 2000 campaign on behalf of the Parish Council. Comments on devolution relating to Unitary Authorities have been submitted to

KALC. Councillors Perry and Riordan have registered to speak at the Hush Heath Licence Application Hearing due to take place on 10/09/20. A Climate Change and Biodiversity group has been established by MBC.

2. Police Report – PCSO Gardner’s report for July 2020. It was NOTED that there were four crimes listed in Staplehurst. Councillor Riordan reported that he had passed on information to the PCSO, relating to an issue at Wimpey Field.

**REPORTS FROM LOCAL COMMUNITY GROUPS** (written reports for noting)

No reports received.

**URGENT MATTERS** - at the discretion of the Chairman, information only items for noting or for decision at a future meeting. None.

**SPECIAL MOTION & REPORT**

1. To move that the public be excluded from item 10.2 due to its confidential nature. Proposed by Councillor Riordan, it was RESOLVED by Councillors to discuss item 2 as a confidential item and the members of the public and the Deputy Clerk left the meeting.
2. To receive an update from Employment Group and consider its recommendations relating to the staff matter discussed by Full Council on 25<sup>th</sup> August 2020 (Min1854). Councillors RESOLVED to APPROVE the recommendation of the Employment Group to extend the working hours of the retiring Clerk until December 2020.

Chairman.....

**PUBLIC FORUM:** Before the meeting a resident noted that a request to amend a comment incorrectly reported in the Southern Water meeting notes of 03/08/20 had not been implemented. A resident requested hard copies of future agendas and related papers. Councillor Riordan would send them a link to the website. At the close of the meeting a resident supported the Parish Council writing to MBC regarding Hen & Duckhurst Farm.

Proceedings finished at 8.55pm.