

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 24th September 2018 at 7.45 p.m.

PRESENT: Councillors Ashby, Buller, Forward, Lain-Rose, Manning, Riordan, Sharp, Symes and Burnham who was in the Chair.
Parish Clerk: Mr MJ Westwood

APOLOGIES: Councillors Kelly and Reardon. Councillors Perry, Silkin (on Parish Council business) and Smith 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 – Councillors Burnham, Lain-Rose and Riordan declared interests in the Jubilee Field agenda item as Management Committee appointees.

Requests for Dispensation – Re Jubilee Field: Chairman Burnham requested and was granted dispensation to speak and vote in accordance with section 33(2)(c) of the Localism Act 2011. Councillor Riordan exercised the dispensation granted in accordance with section 33(2)(c) of the Localism Act 2011 on 13/08/18 (Min1713); Councillor Lain-Rose exercised the dispensation granted in accordance with section 33(2)(c) of the Localism Act 2011 on 04/12/17 (Min 1665).

APPROVAL OF FULL COUNCIL MINUTES Minute pages 1718-1720 of 3rd 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. Accounts for payment - for approval. Proposed by Councillor Lain-Rose, seconded by Councillor Buller, the list of accounts for payment was APPROVED. Expenditure for the period 7th August to 5th September totalled £25,616.04; income for the period totalled £412.28.
2. Summation of Accounts – as at 05 September 2018 (for noting). NOTED by Councillors. Published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
3. Donation – Request for donation from Involve Maidstone. Community Enhancement Group does not recommend a donation in 2018-19 (item 5 of meeting report 10/09/18). Councillors NOTED and AGREED with Community Enhancement Group's conclusion not to make a donation in 2018-19 for the reasons set out in the meeting report. Noting that the 2018-19 donations budget had been fully allocated, they AGREED that the request should be reconsidered as part of the 2019-20 budget process and that an invitation should be extended to Involve Maidstone to address the Annual Parish Meeting or a meeting of the council.
4. Parish Council Insurance Policy – Quotations for policy renewal (for decision). Councillors discussed three renewal options provided by the current provider and a new provider. RESOLVED: APPROVE acceptance of the premium quotation from Zurich Municipal for one year's cover at a cost of £2,986.84.
5. Skate Park Repainting – Quotations for repainting the skate park ramps (for decision). Councillors discussed three quotations from the contractor used in recent years and two local contractors. RESOLVED: APPROVE acceptance of quotation from Yew Tree Construction to repaint the ride surfaces and the sides of the ramps at a cost of £3,975.00.
6. Wimpey Field Reserve - Increase the Wimpey Field reserve by £3,900 by virement from General Fund (per Community Enhancement Group recommendation – item 7 of meeting report 10/09/18). Noting the proposed amount of the virement equated to the sum of donations received, Councillors RESOLVED to AGREE the proposal.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. Bus Service Issues – Discussion of action to follow up bus service issues raised in public forum at Full Council meeting on 03/09/18. Councillors thanked Mr Oakley for his report on his correspondence with Arriva. They also thanked Councillor Manning for taking up the service issues with Arriva via the Transport Accessibility Group. RESOLVED: (i) Parish Office to forward reports of service failures to Mr Oakley; (ii) Councillor Symes to post on Facebook information about the collation of these reports; (iii) Clerk to write to Arriva Area Manager to seek a meeting (copying the invitation to the Secretary of the Transport Accessibility Group and County Councillor Hotson).
2. Community Payback – Correspondence with Helen Grant MP about Staplehurst Parish Council's work with Kent, Surrey & Sussex Community Rehabilitation Company and HM Government proposals relating to the probation system: Councillors NOTED the Clerk's correspondence with Helen Grant MP about the Parish Council's use of Community Payback resource and HM Government's nationwide review of the service.
3. Consultation – KCC Consultation on Household Waste Recycling Centres and Proposed Charging Policy <https://consultations.kent.gov.uk/consult.ti/wasteconsultation/consultationHome?> (closing date 01/11/18). Councillors AGREED that the consultation lent itself best to individual responses. They NOTED that details had been published on the Parish Council website and noticeboard and that the consultation's closing date was 1st November.
4. Highways Issues – Report of meeting with Kent Highways re speeding in Staplehurst 14/09/18 and discussion of possible locations for speed surveys. It was NOTED that the meeting had involved county, borough and parish council representatives and that the next step was for the Parish Council to identify locations for speed surveys. RESOLVED: consult the Speedwatch team to identify preferred locations for discussion at the next Full Council meeting. It was NOTED with thanks that County Councillor Hotson had offered to assist in funding the surveys (indicative cost thought to be £500-£600) and that there was also the possibility of support from borough councillor grants.
5. Staplehurst Cricket & Tennis Club Development Plan – Oral report (TB). Chairman Burnham reported that he had attended the club's open day. The club has plans for a new tennis court and for upgrading the existing ones, the clubhouse and changing rooms.

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

1. Clerk's Report – The Clerk reported: following delivery of the councillor training session on 5th September, the Kent Association of Local Councils team would welcome completion of feedback forms; the Clerk and Deputy Clerk had attended the KALC Clerks' conference and would provide a report; the Parish Office had arrangements in hand for the clean-up on 29th September and for the Parish Council's contribution to Remembrance Day commemorations; poppies are to be displayed on High Street lamp columns, delivery of the beacon burner is being chased up and the parade risk management document had been revised; Kent Highways had been chased for a report of its inspection of Parish Council street lamps; an initial review of the completed summer play scheme indicated attendance numbers and income were lower than in 2017 – a full report will be issued for October's council meeting; the caretaker had continued painting and repair work at Surrenden play area where contractors had replaced the junior swing seats and chains; during the week commencing 1st October meetings were to be held with representatives of neighbouring parishes (about gypsy and traveller planning issues), David Wilson Homes and Redrow Homes; GDPR policies would be presented to the next Full Council meeting; no meaningful progress had been made with resolving Wimpey Field access issues but efforts continued to secure engagement from the developer and management company.
2. Written Reports on Committee, Group and Project activities - for decision or noting

- a) Communications Group – Minutes of meeting 19/06/18 <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/communications-group/>. NOTED by Councillors. Councillor Buller said she would e-mail Councillors about articles for the next Village Update to be issued week commencing 19th November.
- b) Community Enhancement Group – Report of meeting 20/08/18 <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/community--leisure-group/>. Report for noting – report’s recommendations listed as separate items on this agenda. NOTED by Councillors.
- c) Community Enhancement Group – Report of meeting 10/09/18 <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/community--leisure-group/>. Report for noting – report’s recommendations listed as separate items on this agenda. NOTED by Councillors.
- d) Community Payback Policy – Recommendation to agree an operational policy (per Community Enhancement Group meeting 20/08/18 item 5). Proposed by Councillor Lain-Rose, seconded by Councillor Riordan, it was RESOLVED to approve the policy (published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>). The Clerk said that the Parish Office would maintain a record of programmed use of Community Payback resource and requested that Councillors provide full details of planned activities.
- e) Jubilee Field – Recommendation to give conditional consent to the pursuit of a development and investment proposal by Staplehurst Monarchs United Football Club to provide an enclosed pitch with stands and floodlighting (per Community Enhancement Group meeting 10/09/18 item 6.2). Councillors discussed Community Enhancement Group’s recommendation of a proposal made by the football club and reviewed a drawing of the proposed layout for the field, which had been circulated on the day to councillors and made available at the meeting. The Clerk commented: current ownership and management/maintenance responsibilities relating to the field needed review; the review would also need to cover the proposed development, were it to proceed; the current leasehold and trustee arrangements had been set up through legal process and documentation and the Parish Council should expect to incur legal costs and professional fees to cover any amendments and future arrangements. Councillors RESOLVED to give conditional consent to development and investment by Staplehurst Monarchs United FC, amending the conditions proposed by Community Enhancement Group to read as follows: (i) full drawings to be provided to the Council’s Parish Office and subsequently circulated to Councillors for information; (ii) any planning permission required is to be sought by Staplehurst Monarchs United FC; (iii) all stakeholders are to be satisfied with the proposed development and suitable mitigation arrangements are to be planned and enacted; (iv) the Parish Council must be satisfied with future management arrangements and responsibilities, the documentation thereof and costs relating thereto – the Parish Council does not commit to any funding at this stage; (v) the Jubilee Field Management Committee will manage the hiring of the facility.
- f) Non-Councillor Members Policy & Procedures – New policy for approval (SL-R). Councillor Lain-Rose explained that the policy sought to provide guidance on the role of non-councillors in the conduct of Parish Council business through committees and working groups. Proposed by Councillor Lain-Rose, seconded by Chairman Burnham, it was RESOLVED to approve the policy (published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>).
- g) Wimpey Field – Recommendation to launch an appeal for volunteers to help maintain Wimpey Field (per Community Enhancement Group meeting 20/08/18 item 7) (for decision). Proposed by Councillor Lain-Rose, seconded by Councillor Forward, it was RESOLVED: a recruitment programme to attract volunteers to help on Wimpey Field should be undertaken from late October 2018.
- h) Wimpey Field – Recommendations of Community Enhancement Group 10/09/18 (meeting report item 7): (i) Hold a Bioblitz event in May 2019 half-term: Councillors NOTED that the event held in August 2018 had cost £375 and RESOLVED to allocate up to £500 for

expenditure on a similar event in May 2019; (ii) Not to site a litter bin on Wimpey Field at the present time: Councillors AGREED this course of action; (iii) Extend the service provided by the current grounds maintenance contractor to cover autumn clearance work: NOTING that the proposal would involve a change in tasks undertaken rather than additional work, Councillors AGREED with this course of action.

i) Youth Group – Financial Accounts dated 31/01/18 (for noting). Councillors NOTED the Financial Accounts for the year ending 31/01/18 and comparative figures for the year ending 31/01/17. Councillor Lain-Rose observed that the £4,000 Parish Council funding for youth worker provision had been underspent last year (£3,567.71). He advised that the previous lead worker had left and sessions were currently staffed by the remaining worker and the Chair of Staplehurst Youth Group. Councillors sought confirmation that procedures for running sessions were properly recorded and that workers were suitably qualified and documented. Councillors asked that formal documentation for the Parish Council’s funding of the Youth Group be completed.

3. Oral Reports from Committee/Groups/Councillors – for information only.

a) Station Regeneration – Chairman Burnham commented that Southeastern’s work on the new car park was almost complete; some questions had been raised about landscaping and the paucity of planting. He said that MBC had drawn up a specification for consultants to design a masterplan for the station.

b) Surrenden Playing Field – Councillor Lain-Rose sought an update on whether MBC had responded to the Parish Council’s correspondence relating to termination of the lease in March 2019 – to be referred to Councillor Perry.

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

1. Borough Councillor’s Report – no report.

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)

No items.

Chairman.....

PUBLIC FORUM: Before the meeting, Mr Robin Oakley reported that he had received from the Area Managing Director of Arriva a disappointing response to his letter about No.5 bus service issues. He said he would like to collate reports of service failures and invited the Parish Council to forward any such reports it received to him.

Meeting closed at 10.25pm.