

STAPLEHURST PARISH COUNCIL

COUNCIL MEETING

2ND APRIL 2024

Public Forum

A resident raised the ongoing concern regarding the state of the roads: potholes, lack of white lines etc. What can we do? Especially about estate roads and pavements which are dreadful.

Cllr Riordan sympathised greatly and that the Parish Council keeps lobbying KCC Highways. Agreed Council will keep lobbying and that the resident agreed to write to KCC Councillor Lottie Parfitt-Reid

A resident raised concerns that "Staplehurst Community Event Group" are lacking volunteers and they are struggling this year. The May 26th Run will be the last event unless more volunteers can be found.

The Council has great sympathy with SCEG, will promote the search for volunteers via social media, website Annual Report. SCEG to forward information.

A resident was delighted the Youth Club is on track for reopening – week beginning 29th April 2024. Hope there is no more delays.

Borough Councillor's Report (Standing Item):

Cllr Perry raised a number of points:

- Local Plan adopted – not perfect – but strengthens the case against unwanted planning applications. Some wanted a "dispersal policy" this would have potentially harmed Staplehurst and was voted down.
- Waste Bin collections – unfortunately new Waste Bin Collection contractor has had some teething problems – across the Borough not just Staplehurst. Hopefully resolved and next week fully functioning.
- Points raised at surgery were on Potholes / white lines and parking around the school
- Borough Council Election 2nd May 2024.

Cllr Riordan raised the following;

- Endorsed Cllr Perry's comments on the Local Plan
- The bins have been frustrating but people working hard to sort out problems
- The work at the Parade progressing week, hopefully completed this week.

County Councillor's Report – awaiting response to queries

Present; Cllrs Riordan, Perry, Eerdeken, Ahmed, Arger, Sharp (part), Castro, Mclaughlin, Ash, Hotson and Pett

1. APOLOGIES:

Cllrs Farragher, Martin and Alesi

Signed Chairman.....Date.....

Absent Cllr Mclean

2. COUNCILLOR DECLARATIONS regarding items on the Agenda:

- 2.1. Declarations of Lobbying - NA
- 2.2. Changes to the Register of Interests - NA
- 2.3. Interests in Items on the Agenda - NA
- 2.4. Requests for Dispensation - NA

3. APPROVAL OF FULL COUNCIL MINUTES:

Pages 2203 – 2209 11th March 2024 available 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)) Cllr Pett proposed and Cllr Hotson seconded to approve minutes – agreed by majority; For 8, Against 0 abstain
2. Duly signed by Councillor Riordan

4. FINANCE REPORTS & PROPOSALS

4.1 Payment list

Cllr Riordan proposed and Cllr Castro seconded to approve the payment list below – agreed unanimously

<u>Approved Payments 7th March - 25th March 2024</u>	<u>Amount</u>
SLCC - Annual Subscription RG	318.00
Kent County Council - MVCP Volunteer Days Wimpey Field	1000.80
Homeleigh Timber - Bus Shelter Cleaning Solvent	8.39
CSG Global Education Ltd – Stationery	68.74
Amazon UK Ltd – Stationery	15.90
HMRC - Tax & NI February	1885.08
CNB Housing Insights - Project Fee & Expenses	1080.56
P&F Cleaning Services - Bell Lane Toilets clean/open/sun Mar	995.00
SEHT - Start-up Grant	1000.00
Payroll & Pension Costs – March	7216.20
Kingsfords Solicitors - Transfer of Allotments to SPC	1274.20
Sainsbury's - Office Sundries	13.80
Defibs.co.uk - Defibrillator Battery Replacement	410.00
Adobe Systems - Monthly Subscription Mar-Apr	19.97
Pozitive Energy - Electricity Youth Club February	52.22
Business Stream - Surrenden Pavilion Water Nov-Feb	22.34
Business Stream - Wimpey Field Water Nov-Feb	26.90
Business Stream - Surrenden Pavilion Annual Waste Water	137.93
KCC - Youth Club Lease Purchase Apr-June	212.50
Telecoms World - Virtual Phone Number SEHT	11.99
Lloyds Bank - Charges March	7.00
TOTAL CURRENT ACCOUNT EXPENDITURE	15,777.52

TOTAL PETTY CASH EXPENDITURE

0.00

Clerk to clarify Surrenden Field pavilion water expenses.

Signed Chairman.....Date.....

4.2 Summation and Balance sheet - Noted

Request for further breakdown – To be discussed by Employment, Finance and Strategy group and report back.

The projection is an overspend in 2024/25 in the region of £9,767. Obviously end of year figures will be completed soon.

4.3 Contracts for approval

Following a debate Cllr Riordan proposed and Cllr Arger seconded to approve the resolution below – agreed unanimously

Resolution: To approve the contract fees below
 Premises Licence – Sevenoaks District Council - £70
 Internal Audit – Iden Business Services £400
 Village update / annual report - £5050 (estimated)
 Playscheme – Playplace Ltd - £2,000 (estimated)
 Play equipment annual inspection - Playsafety Ltd - £286
 Village Centre – hall hire – Staplehurst Community Centre - £1,500 – quarterly invoice
 Lease of parish office / rooms (1,2,3, and 8) – Staplehurst Community Trust £4,200 – monthly £350

Budget codes various

(Cllr Sharp joined the meeting)

4.4 Housing Needs Survey

Following a debate Cllr Arger proposed and Cllr Riordan seconded to approve the resolution below – agreed unanimously

Resolution: Approve the final payment of £900.47 + VAT including expenses
 Budget code - Neighbourhood Plan Group

4.5 MVCP Memorandum of Agreement for Wimpey Field

Following Cllr Castro proposed and Cllr Riordan seconded to approve the resolution below – agreed unanimously.

Resolution: To approve the MVCP Memorandum of Agreement for Wimpey Field for a fee of £2,730 plus VAT
 Budget code – Wimpey Field

5 CLERKS REPORT ON OUTSTANDING MATTERS

Clerk raised two issues under 2196/6.2 Jubilee Field handover

1. We need to do a legionella test – contacted our contractor Smart Water for the Youth Club - quote is £262 plus VAT

Cllr Riordan proposed and Cllr Ash seconded a motion to approve using Smart Water to do a legionella test at the Jubilee Field Pavilion for £262 plus VAT – agreed unanimously

2. The Council broker has obtained electrical quotes for the Jubilee Field Pavilion and pump – circulated today – and the existing Eon contracts are about to expire.

The Scottish Power one is 100% green energy but the includes some variations, the British Gas Lite is over 50% green energy and is fixed. Both have options of either 3 or 2 years.

Following a debate Cllr Arger proposed and Cllr Eerdeken seconded a motion to appoint British Gas Lite on a 3 year contract,

Pump – £197.07 per year

Pavilion - £2,719.85 per year

Agreed majority For 9, against 2 and abstained 0.

Signed Chairman.....Date.....

2067/PF - Cllr Ash updated Council that Redrow where starting work / planting and he would continue to monitor and report back.

6 PROPOSALS FOR DISCUSSION and DECISION

6.1 Standing item – 3G Multi-Sport pitch update

Following a debate which highlighted that the Expression of Interest is the first step of a standard procurement process, that the Council and others can submit forms and that it will only progress to a management contractor for the site, if the 3G Multi-Sport pitch is built

Cllr Hotson raised concerns; will they have local knowledge and staff etc? Cllr Hotson felt that the Council was committing to the outsourcing our main asset, the Jubilee Field. Cllr Riordan noted that JFMC had managed the Jubilee Field since 1989. Cllr Hotson asked for a recorded vote.

Cllr Eerdekenes proposed and Cllr Arger seconded to approve the resolution below – agreed majority

For - Cllrs Riordan, Perry, Eerdekenes, Ahmed, Arger, Sharp, Castro, Mclaughlin, Ash (9)

Against - Cllr Hotson (1)

Abstained - Cllr Pett (1)

Resolution: To approve the recommendation of the 3G Multi-Sport working group;

- a) Expression of Interest form and documentation, Appendix A of this report
- b) to use a professional company to do Company Checks –and set aside up to £345 from the already approved Earmarked Reserves to cover the cost.

6.2 Council policies update

Following a debate, which highlighted some minor amendments including highlighting the Nolan Principles for Non-Councillor Policy, Cllr Riordan proposed and Cllr Sharp seconded to approve the resolution below and delegate to the Clerk and Cllr Mclaughlin the amendments – agreed unanimously

Resolution: To consider the recommendation of Employment, Finance and Strategy Group to approve the following policies;

- i. Member and Officer Relations
- ii. Street Naming
- iii. Non Councillor members
- iv. FOI
- v. Parish Councillor Allowances

6.3 Churchyard Liaison Committee – update report

Following a debate which highlighted the positive start and that a further meeting is being arranged to review the agreement. Council noted the report of the Churchyard Liaison Committee.

6.4 Approval of logo to represent the Parish Council

Following a debate which highlighted that we are waiting for the Church PCC for approval (The Clerk is chasing this up) the Councillors voted in the following way;

Option 1 – Macondo swash caps - 3

Option 2 – Spinnaker 0

Option 3 Montserrat - 7

1 Abstained

Resolution: To decide on the Logo design options in the report – Option 3 Montserrat was agreed by majority

Signed Chairman.....Date.....

7 CORRESPONDENCE & PARISH ISSUES for decision or noting - NA**8 PARISH COUNCIL REPORTS (from Committee/Groups/Office on specific issues or as regular update)****8.1 Chairman's Report**

Chairman raised the Village clean up on Saturday 13th April 2024, Cllrs Hotson, Arger, Castro tom attend – 10am at West hall in Staplehurst Community Centre – supported by Men's Shed

8.2 Committee and working group minutes for noting

8.2.1 Planning Committee minutes of 18th March 2024

8.2.2 Road Safety Group meeting minutes 18th March 2024

8.2.3 SCEnic meeting minutes to follow

8.2.4 Communications Group meeting minutes 5th March 2024

8.2.5 3G multi-sports pitch working group meeting minutes 21st March 2024

Cllr Pett raised the point that this is a large decision just prior to an election. Cllr Riordan felt it important that Cllrs who have been informed on the subject for a long time should continue to do the work of a Councillor up to the Election. Cllr Sharp raised the point that if a decision is delayed then we would potentially miss out on the Football Foundation Funding.

The Clerk explained that Council will be given the option to approve or not at the meeting on the 22nd April and that if 5 or more Cllrs wish they can request that the decision be reviewed at the AGM 13th May 2024 or within 6 months.

8.2.6 NDP Review Group meeting minutes 21st February 2024

8.2.7 Employment, Finance and Strategy Group meeting minutes 12th March 2024

8.2.8 Jubilee Field Working Group meeting minutes 4th March 2024

8.2.9 Greener Staplehurst Group meeting minutes of the 21st March 2024 to follow

9 REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting) - No items**10 URGENT MATTERS - NA****11 SPECIAL MOTION & REPORT - NA****12 CONFIDENTIAL****12.1 Cranbrook Road speed calming project**

Following a debate Cllr Riordan proposed and Cllr Pett seconded to ask the Clerk to report support in principle – agreed unanimously

12.2 Police matter

Cllr Riordan raised a number of points

12.3 Employment matter

Council discussed a number of employment issues

Meeting closed 9:30pm

Signed Chairman.....Date.....