

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL  
South Hall, Village Centre  
Monday 27<sup>th</sup> September at 7.30p.m.

**PRESENT:**

Councillors Bowden, Buller, Castro, George, Lain-Rose, 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 Grimwood, McNeill and McPhee for reasons of work.

**2. CO-OPTION TO FILL COUNCILLOR VACANCIES** followed by the signing of the Declaration of Acceptance of Office.

Councillors considered the personal statement and brief presentation provided by Mr Eric Hotson as a candidate for co-option. It was RESOLVED to co-opt Mr Hotson to the Parish Council. Councillors Hotson signed the Declaration of Acceptance of Office and took his place at the Council meeting.

**3. COUNCILLOR DECLARATIONS** regarding items on the agenda:

- 3.1. Declarations of Changes to the Register of Interests – None declared.
- 3.2. Declarations of Interest in Items on the Agenda. None declared.
- 3.3. Requests for Dispensation. None requested.

**4. APPROVAL OF FULL COUNCIL MINUTES**

- 4.1. Pages 1938 – 1943 of 6<sup>th</sup> September available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. Proposed by Councillor Perry, seconded by Councillor Sharp, it was RESOLVED to APPROVE the minutes which were signed by Chairman Riordan.

**5. FINANCE REPORTS & PROPOSALS**

- 5.1. Accounts for Payment – for approval.

Proposed by Councillor George, seconded by Councillor Smith, the listed accounts for payment were APPROVED. Expenditure for the period 5<sup>th</sup> August to 19<sup>th</sup> August totalled £28,391.49; income for the period was £0.75.

| <b><u>Approved Payments 20th August - 22nd September 2021</u></b> | <b>Amount</b> |
|---|---------------|
| Full Circle Leisure Ltd - Skatepark Repaint                       | 6,049.80      |
| KCC Commercial Services - Office Stationery                       | 14.76         |
| Kent County Playing Fields Association - Annual Subscription      | 20.00         |
| WKPS - Annual Subscription  | 25.00         |
| Staplehurst Community Centre - Office Rental August               | 350.00        |
| Staplehurst Community Centre - Office Rental September            | 350.00        |
| Staplehurst Community Centre - Office Rental October              | 350.00        |
| Staplehurst Community Centre - Office Rental November             | 350.00        |
| Staplehurst Community Centre - Office Rental December             | 350.00        |
| Staplehurst Community Centre - Hall Hire September                | 67.50         |
| Staplehurst Community Centre - Hall Hire October                  | 67.50         |
| Staplehurst Community Centre - Hall Hire November                 | 108.00        |
| Staplehurst Community Centre - Hall Hire December                 | 27.00         |

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| KALC - Clerks Conference                                       | 60.00            |
| Paxman Printing - Village Update Autumn                        | 373.00           |
| HugoFox Ltd - Silver Subscription re Website Sept              | 23.99            |
| Paxman Services (UK) Ltd - Bell Lane Toilet Clean/Open Aug     | 736.84           |
| Paxman Services (UK) Ltd - Bell Lane Toilet Sundries Aug       | 37.67            |
| Choice Support - Village Planter Maintenance Sept              | 410.80           |
| Cllr Reimbursement Community Payback Refreshments              | 55.12            |
| HMRC - Tax & NI August   | 1,414.64         |
| KCC - LGPS Cessation Liability 1st 1/2 yr payment              | 3,450.00         |
| SLCC - Training Seminar  | 54.00            |
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| Cllr Reimbursement Community Payback Refreshments              | 42.66            |
| Staff Home Working Allowance August                            | 26.00            |
| Glasdon UK Ltd - Litter Bins & Accessories x6 The Parade (WBF) | 3,104.24         |
| Cllr Reimbursement Community Payback Refreshments              | 42.76            |
| Rubicon Industries Ltd - Skatepark Talent Pathway Event        | 840.00           |
| Staplehurst WI - Donation re Autumn Village Clean Up           | 50.00            |
| Staff Payroll & Pension Costs September                        | 8,299.66         |
| Post Office Ltd - Stamps re Village Update 430 @ 66p           | 283.80           |
| Royal Mail - Outstanding Postage Fee                           | 2.00             |
| Amazon - Stationery Items                                      | 8.99             |
| Amazon - Paper Cups  | 14.99            |
| Bumbles Plant Centre - Plants (WBF)                            | 496.38           |
| Sainsbury's - Village Clean Up Refreshments & Office Sundries  | 35.45            |
| Seton - First Aid Box Parish Office                            | 23.92            |
| Business Stream - Bell Lane Toilet Water Jly/Aug               | 67.09            |
| Opus Energy - Parish Office Electricity Aug                    | 74.75            |
| Opus Energy - Bell Lane Toilet Electricity Aug                 | 20.10            |
| Opus Energy - Surrenden Pavilion Electricity Aug               | 15.31            |
| Countrystyle Recycling - Waste Collection Aug                  | 64.80            |
| Lloyds Bank - Charges September                                | 7.00             |
| <b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>                       | <b>28,319.52</b> |

**TOTAL PETTY CASH EXPENDITURE**

71.97

**5.2. Summation of Accounts** – for noting

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

**5.3. Welcome Back Fund**

Proposed by Councillor Buller, seconded by Councillor Lain-Rose, it was RESOLVED to APPROVE suspending item 11.1(h) of the financial regulations in favour of the requirements of the SLA paragraph 5.2 with MBC for the Welcome Back Fund. It was also RESOLVED to APPROVE as set out in the report, the purchase of litter picking equipment from Helping Hand Environmental for the sum of £1,751.00 + VAT, and the purchase of Hi-Vis Vests from Workwear Express for the sum of £200.00 + VAT and to reclaim monies from MBC.

**5.4. Hosted Exchange Platform**

Proposed by Councillor Castro, seconded by Councillor Sharp it was RESOLVED to APPROVE the increase in costs to £178.60 + VAT, advised by Arron Services Limited, for the provision of the 19 email accounts on the hosted exchange platform.

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5.5. Purchase of Adobe Pro subscription

Proposed by Councillor Lain-Rose, seconded by Councillor Smith it was RESOLVED to APPROVE the purchase of the Adobe Pro software on a subscription of £12.64 + VAT per month, and to reimburse a member of staff the sum of £101.13+ VAT for payments already made.

5.6. Purchase of wildlife cameras, associated equipment and signs for Wimpey Field

5.6.1. After considerable discussion regarding the benefits and the potentially limited application of the cameras for the purposes of providing CCTV to catch anti-social behaviour, it was proposed by Councillor Riordan, seconded by Councillor Castro it was RESOLVED to APPROVE items 5.6.1 the purchase of 2 cameras and associated equipment as set out in the report to the value of £988,16+ VAT; item 5.6.2 the Data Impact Assessment; and item 5.6.3 the revised GDPR CCTV Policy in one vote. Councillor Lain-Rose requested that his vote be recorded, after which Councillor Riordan requested that the vote be named, which was agreed.

Voting is recorded as follows: -

For: Cllrs, Buller, Riordan, Hoston, George, Perry, Spearink, Sharp, Castro

Against: Cllrs, Bowden and Lain-Rose

Abstentions: Cllr Smith

During the discussion Councillor Sharp requested that consideration, be given to allowing any recordings to be used and viewed by Councillors to assess wildlife in the nature reserve. The Clerk explained that as the cameras would be recording the public as well as the wildlife it was unlikely that this would be possible due to the stricter requirements of protection of personal data, however she agreed to take advice from the Council's DPO and report back.

5.7. Approval of donations

Councillors noted Councillor Buller's report and her verbal update. Councillor Buller expressed thanks on behalf of the Council to Councillor Smith, Mr. Buller and the Parish Support Officer for their hard work in putting on the Village Clean Up event, which had been a tremendous success with over 70 people in taking part. She thanked all the participants and the Community Payback team for their efforts. Proposed by Councillor Buller, seconded by Councillor Lain-Rose it was RESOLVED to APPROVE a donation of £50 be paid to both the WI for provision of refreshments and the Youth Club for allowing the use of the building.

5.8. Change of use of donation

Staplehurst Community Events Group had requested that the donation provided towards the Safer Staplehurst Event, be transferred towards costs to provide a free first aid emergency resuscitation training programme on the same date. This was necessitated due to insufficient support to run the Safer Staplehurst event from stall holders. Proposed by Councillor Buller, seconded by Councillor Lain-Rose it was RESOLVED to APPROVE this change of use.

5.9. Donation request

Following discussion, proposed by Councillor Riordan, seconded by Councillor Lain-Rose, it was RESOLVED to APPROVE a donation of £250 to the Heart of Headcorn Community Group. Councillors expressed support for the project to purchase the old Methodist Church and convert it to a community space.

**6. CORRESPONDENCE AND PARISH ISSUES**6.1. Consultation request from MBC on budget priorities for 2022/2023.

Proposed by Councillor Riordan, seconded by Councillor Buller it was RESOLVED to APPROVE that Councillor Lain-Rose prepare and submit a response on behalf of the Parish Council, following consultation with other Councillors.

## 6.2. Briefing note from Lord Lieutenant's Office regarding The Queen's Platinum Jubilee and Green Canopy Project.

Councillors noted the briefing note. There were discussions on possible options for the Green Canopy Project, and Councillors were reminded to put ideas forward to the temporary working group who are organising the Parish Council's Jubilee celebrations.

## **7. PARISH COUNCIL REPORTS**

### 7.1. Clerks Report

The Clerk advised Councillors that a thank you letter had been received from the Heart of Kent Hospice for the donation received. The Clerk also advised Councillors that there was a new Estate Manager for Saxon Mead estate and that she had now received approval for the Wimpey Field Gate alterations to take place. She confirmed that the Deputy Clerk was now validating the quotations for the work received earlier in the year and she hoped to bring these to the next Council meeting Oct 18<sup>th</sup> for decision. She also confirmed that she had gained agreement from the Estate Manager to undertake maintenance work at the balancing pond which they manage just inside Wimpey Field. The Estate Manager has commissioned the work which is hoped to be completed in the next few weeks. The Clerk confirmed that the vacancy created following the resignation of ex-Councillor Gartan, was now able to be advertised for co-option and advertising would commence later that week. Following the suggestion in the Clerk's report at the previous meeting, the Clerk confirmed that she had received agreement from MBC that the funding from the Welcome Back Fund could be used to commission an artist to lead a youth event to create graffiti art on the sides of the skate park. Councillors agreed that the Clerk should investigate costs and develop a proposal. The Clerk advised that she had received a request from the Weald Club for the Disabled to support them in trying to recruit volunteers. Councillors were invited to pass on the request to their networks and groups. The Clerk updated Councillors that the North Hall was not available for the Christmas Volunteer Celebration event, that usually follows on from Full Council. The Clerk suggested that the Kathie Lamb Centre be a possible alternative venue. Following a brief discussion Councillors asked the Clerk to find a venue more conveniently located for easy walking.

### 7.2. Written Reports on Committee, Group and Project Activities

#### 7.2.1. Greener Staplehurst Group

Councillor Castro introduced the topic of the maintenance and management of Wimpey Fields on behalf of Councillor McPhee, advising that the GSG felt that it now required significant investment and that Councillors should note this as we enter the budget development process. Following a high-level discussion Councillors advised that GSG should develop more specific plans and present to the Finance and Strategy Group for consideration, before bringing to Council.

#### 7.2.2. Planning Committee

Councillors reviewed the Terms of Reference for the Planning Committee. Proposed by Councillor Lain-Rose, seconded by Councillor Sharp it was RESOLVED to APPROVE the terms of reference document as presented; document available at [Policies & Procedures - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-parish-council.gov.uk/policies-procedures)

7.2.3. Road Safety Group

Councillors reviewed the proposed Keeping Footpaths Clear letters. A proposal was made to add a link to the KCC website detailing information about cutting hedges and keeping paths clear. Proposed by Councillor Sharp, seconded by Councillor Buller, it was RESOLVED to APPROVE the new letters with the suggested amendment.

Councillor Castro reminded Councillors of the deadline to submit articles to be included in the next Village Update as the 22<sup>nd</sup> October.

7.3. Oral Reports from Committee/Groups/Councillors

7.3.1. Chairman’s report

The Chairman reported further on the success of the village clean up event and also thanked Councillors Buller and Smith and Mr Buller, the Scouts and the Payback Team for a job well done. He reminded Councillors of the Community Meeting being held the following evening and asked them to encourage people to attend. He advised that the work from the Welcome Back Fund to repaint parking lines at the Parade was due to take place on Thursday night, and he hoped to install the new bins at the weekend, subject to weather conditions. He advised Councillors that there were some interesting planning applications that they may wish to review coming up at the next Planning Committee. He also advised that he had been approached to find volunteers to help the Health Centre manage car parking for the booster vaccination programme.

**8. REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS**

– for noting

7.1. Borough Councillors Report – Oral reports by Councillor Perry & Councillor Brice.

Councillor Perry updated Councillors on the Local Plan consultation the outcomes of the Regulation 18 phase are due to be considered formally at meetings on the 4<sup>th</sup> and 6<sup>th</sup> October at MBC. He commented that in particular they were looking to tighten up policy plans for development in the countryside and that there would be a new separate Gypsy and Traveller Plan developed. He confirmed that MBC were proposing moving towards four yearly elections, but in needing a two third majority decision it was not certain that this would pass. He also confirmed that MBC were moving to a hybrid cabinet governance structure; a cabinet supported by advisory committees. He also confirmed that MBC were in a strong sound financial position.

7.2. County Councillors Report – Report by County Councillor Parfitt-Reid:

Councillor Parfitt-Reid sent her apologies.

**8. REPORTS FROM LOCAL COMMUNITY GROUPS**

Police Report – Councillors noted the August Report.

**9. URGENT MATTERS**

None.

Chairman.....

**PUBLIC FORUM**

A member of the public spoke passionately against the closure plans for HWA, and also suggested that GSG should consider the deadline for registering old but well used footpaths.

Meeting closed at 9.30pm