

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 24th February 2020 at 7.50p.m.

PRESENT: Councillors Bowden, Buller, Castro, Chapman, Forward, Miller, Perry, Sharp, Spearink, Thomas and Riordan who was in the Chair.
Parish Clerk: Mr MJ Westwood

APOLOGIES: Councillors George, Rawlinson and Walsh whose reasons for apology were 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 Perry declared interests in the items relating to the Jubilee Field and the Youth Club in view of the trustee positions he held.

Requests for Dispensation – Councillor Perry requested and was granted a dispensation to participate in discussion and voting on items relating to Jubilee Field in accordance with Section 33(2)(c) of the Localism Act 2011.

APPROVAL OF FULL COUNCIL MINUTES: Proposed by Councillor Sharp, seconded by Councillor Perry, minute pages 1811-1815 of 3rd February 2020 were APPROVED by Councillors, signed by Chairman Riordan and made available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. Councillor Thomas abstained.

FINANCE REPORTS

- Accounts for payment – for approval. Proposed by Councillor Thomas, seconded by Councillor Perry, the listed accounts for payment were APPROVED. Expenditure for the period 29th January to 18th February totalled £6,865.69; income for the period was £2,737.48.

Approved Payments 29th January 2020 - 18th February 2020

	Amount
The Wealden Group - Clerk Vacancy Advert 2nd Week	240.00
Buss Murton - Surrenden Field Lease Legal Fees	1,500.00
Cllr Expenses - Hand Trowel Reimbursement	9.00
Cllr Expenses - Community Payback Refreshments	38.90
Polybags - Black Sacks	59.38
Paxman Services (UK) Ltd - Bell Lane Toilets Clean/Open Jan	695.49
Paxman Services (UK) Ltd - Bell Lane Toilets Sundries Jan	45.07
Forestry First Ltd - Surrenden Field Hedge Cut	1,752.00
KALC - Cllr Training	24.00
HAGS-SMP Ltd - Surrenden Play Equipment Repairs	342.00
Arron Services - Annual Service Contract	564.00
Cllr Expenses - Garden Hand Tools Reimbursement	74.31
Cllr Expenses - Garden Hand Tools Reimbursement	19.00
Lloyds Bank Charges - January	7.15
Community Payback Refreshments - Chestnut Ave/JF Flower Beds	23.92
Safelincs Ltd - Defibrillator Battery Replacement	287.39
Community Payback Refreshments - Bulb Planting SF, JF, Chestnut A.	54.02
Postage Stamps - Village Update Spring	183.00
Community Payback Refreshments - Jubilee Field Ditches	59.79
Business Stream - Bell Lane Toilets Water Dec-Jan	65.05

Business Stream - Bell Lane Toilets Water Jan-Feb	52.38
SSE - Bell Lane Toilets Electricity Oct-Feb	72.40
SSE - Parish Office Electricity Oct-Jan	306.96
SSE - Surrenden Pavilion Electricity Oct-Jan	47.14
E-on - Street Light Energy January	54.77
Countrystyle Recycling - Waste Collection January	78.72
Arron Services - Hosted Exchange February	171.00
TOTAL CURRENT ACCOUNT EXPENDITURE	6,826.84
TOTAL PETTY CASH EXPENDITURE	38.85

2. Summation of Accounts – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
3. Bank Account Signatory – Proposal to add Cllr Riordan to the list of bank account signatories (for decision). Proposed by Cllr Sharp, seconded by Councillor Forward, it was RESOLVED to appoint Chairman Riordan as a signatory on the Parish Council's account with Lloyds Bank. Chairman Riordan abstained.
4. Picnic in the Park 07/06/20 – Request from Community Events Group for donation (for approval). Proposed by Councillor Spearink, seconded by Councillor Buller, it was RESOLVED to donate £300 towards the event.
5. Staplehurst Youth Club – Review of Financial Accounts and Confirmation of Funding (for decision). After some discussion about the scope for allocating a greater part of the Parish Council's funding support towards the provision of youth leaders and related activities, proposed by Councillor Forward, seconded by Councillor Sharp, it was RESOLVED to confirm funding of £4,000 for the Youth Club in 2020-21. Councillor Perry abstained.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. Bus Service Issues – Report of meeting 31/01/20 with the Area Manager of Arriva Kent & Surrey (for noting). The report of the meeting attended by Borough Councillor Brice and Mr Robin Oakley was NOTED. Pressure will continue to be applied to secure improvements in the service.
2. Consultation – MBC Climate Change and Biodiversity Survey – Invitation to comment (deadline 20/03/20) <https://www.maidstone.gov.uk/home/primary-services/council-and-democracy/additional-areas/have-your-say/tier-3-primary-areas/current-consultations>. Councillors NOTED the survey and encouraged as many individuals as possible to respond. Councillor Thomas said the Greener Staplehurst Group had completed the survey.
3. Jubilee Field – Development Works – Request from Jubilee Field Management Committee for consent to the commencement of construction of fencing and dugouts (for approval). Councillors NOTED that the Jubilee Field Management Committee had been awarded funding of £36,000 by Maidstone Borough Council and £13,000 of developer S106 contributions, which would more than cover the cost of the fencing and dugouts. They NOTED that the facilities would be maintained by Staplehurst Monarchs United Football Club and regularly inspected by the Jubilee Field Management Committee. They further NOTED that the facilities needed to be in place by the end of March to satisfy the funding criteria of the Football Stadium Improvement Fund which had awarded further conditional funding. Proposed by Councillor Thomas, seconded by Councillor Castro, it was RESOLVED to give formal consent to the works to install the new fencing and dugouts.
4. Jubilee Field – Camp Fire – Request for permission to use Jubilee Field for a Scouts and Guides camp fire on 10/07/20 (for decision). Proposed by Councillor Thomas, seconded by Councillor Sharp, it was RESOLVED to grant consent for the camp fire.
5. Jubilee Field – Drainage Plans – Proposal from Jubilee Field Management Committee to undertake drainage work funded by grants from county and borough councillors (for approval by the Parish Council as freeholder). Proposed by Councillor Forward, seconded

by Councillor Spearink, it was RESOLVED to approve the proposed drainage works which, Chairman Riordan advised, would be undertaken in the summer.

6. Jubilee Field – Magnetic Shields – Notification from the Management Committee of a request from Magnetic Shields to install service cables and pipes (for noting – full details to follow). Councillors NOTED that the request related to the construction of Magnetic Shields' new building and that new cables and pipes would be laid just over the Jubilee Field side of the boundary. Councillors agreed they would await further details.
7. Jubilee Field – Family Fireworks – Request from Staplehurst Family Fireworks to hold a fireworks event at Jubilee Field on 07/11/20 (for decision). Proposed by Councillor Sharp, seconded by Councillor Miller, it was RESOLVED to grant consent for the fireworks event.

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

1. Clerk's Report – The Clerk reported that recent storms had felled trees at Surrenden Field and in the Youth Club grounds, as well as damaging the hoarding at the Sainsbury's petrol station site; the office had engaged relevant parties to attend to the damage. He advised that Kent Highways were still pursuing South East Water to repair the large pothole around the service cover at the Station Road traffic lights. He said the Parish Office had notified Kent Highways about the damaged bollard at the corner of Offens Drive and High Street. He advised that in the coming two weeks meetings would be held with Redrow Homes to discuss site progress and Play Place to discuss arrangements for the 2020 Play Scheme. He asked that Parish Councillors liaise closely with the Parish Office about planned events in order that the Parish Office could assist with the risk assessments for them.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - 2.1. Communications Group – Report of meeting 13/02/20 (for noting); recommendation to lapse redundant domain name (section 10 of report). The report of the meeting was NOTED and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/communications-group/>. It was NOTED that the domain name 'staplehurstparish.uk' was not used or required and it was RESOLVED not to renew its registration.
 - 2.2. Community Enhancement Group – The report of the meeting on 11/02/20 was NOTED and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/community--leisure-group/>. Recommendations for decision:
 - 2.2.1. Parade Planters – Expenditure. It was NOTED that two more planters and some sand bags to support the large beds would be funded from donations received.
 - 2.2.2. Village Planters – Sponsorship proposal. A suggestion that offers of sponsorship be sought to support maintenance of the round concrete planters was NOTED. It was agreed that further consideration be given to ways in which such sponsorship could best be recognised.
 - 2.2.3. Christmas Display – Repeat 2019's display. It was RESOLVED repeat 2019's support for Christmas decorations and events at The Parade in in 2020, namely by assisting with lighting and sponsoring a Christmas tree.
 - 2.2.4. Church Green Telephone Box – Adopt redundant BT kiosk (report ref. 1). Proposed by Councillor Thomas, seconded by Councillor Sharp, it was RESOLVED to purchase the redundant Church Green telephone kiosk from BT for the price of £1. Councillors NOTED that this would entail entering into a contract with BT and becoming responsible for maintenance of the kiosk. They asked the Clerk to take informal advice about the contract. A proposal to purchase a defibrillator for use in the telephone kiosk was not agreed. Councillors NOTED there were other units available in the village and they wished to explore other possible uses for the kiosk.
 - 2.2.5. Wimpey Field Maintenance – New rate for appointed contractor (report ref. 4). Proposed by Councillor Thomas, seconded by Councillor Castro, it was

- RESOLVED to approve an increase in the rate paid to Contrast Garden Maintenance to £25 per hour.
- 2.2.6. Chestnut Avenue Hedge – Quotation for annual cut (report ref. 4). Proposed by Councillor Sharp, seconded by Councillor Miller, it was RESOLVED to accept a quote of £200 from Contrast Garden Maintenance to cut the hedge at Chestnut Avenue.
 - 2.2.7. Surrenden Field Hedge – Proposal to survey residents about the height of the hedge on the east side of the field (report ref. 5). It was RESOLVED to ask the Parish Office to seek views about the height of the eastern hedge at Surrenden Field from those residents of Crowther Close who lived next to the field. It was agreed that height options of sixteen, twelve and eight feet should be put out for consideration.
 - 2.2.8. Bell Lane Toilets – Quotation for replacement basin and tap (report ref. 6). Proposed by Councillor Buller, seconded by Councillor Spearink, it was RESOLVED to accept the quote of £348 from Cooper & Co Plumbing to install a new basin and tap at Bell Lane toilets.
- 2.3. Greener Staplehurst Group – Terms of Reference (for approval). Further to the Parish Council's designation of the Greener Staplehurst Group as a working group of the Parish Council (Min 1813), Councillors NOTED that the proposed terms of reference had been redrafted. Proposed by Councillor Thomas, seconded by Councillor Castro, it was RESOLVED to approve the terms of reference which were published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.
 - 2.4. Neighbourhood Plan Review Group – The report of the meeting on 05/02/20 was NOTED and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/neighbourhood-plan-review-group/>.
 - 2.5. Non-Councillor Members Policy & Procedures – Review of policy (for approval). Councillor Perry raised an objection to an existing provision for appointing non-voting non-councillors to Planning Committee, which was discussed by Councillors. A proposal to renew the policy on the existing basis was not agreed. It was then RESOLVED that the policy should be renewed but with deletion of reference to appointment of non-councillors to Standing Committees such as Planning Committee. The revised policy was published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.
 - 2.6. Street Naming Policy & Procedures – Review of policy (for approval). It was RESOLVED to renew the policy subject to the following amendments: (a) amend Clause 3.1(i) to read: 'Service personnel whose names appear on the village World War 1 memorial'; (b) amend Clause 3.1(iii) to read 'Names that relate to the location of the proposed street, especially field names, or by another geographic or a historical connection'. The revised policy was published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.
3. Oral Reports from Committee/Groups/Councillors – for information only.
 - 3.1. Volunteers – Councillor Buller commented on the need to source volunteers to support groups across the village.
 - 3.2. Call for Sites Public Meeting – Councillor Buller reminded all present that the Parish Council would be holding a public meeting to discuss MBC's Call for Sites at 8.00pm on Tuesday 25th February in the Village Centre.

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

1. Borough Councillor's Report – Councillor Perry reported with sadness the passing of Borough Councillor and Deputy Mayor Wendy Hinder. He advised that in March MBC would publish a revised timetable for its Local Plan Review.
2. Police Report – PCSO Gardner's report for January 2020. It was NOTED that there were seven crimes listed in Staplehurst.

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

1. McCabe Day Centre – The minutes of the meeting on 23/01/20 were NOTED and published at <https://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)

None.

SPECIAL MOTION & REPORT

1. To move that the public be excluded from item 2 due to its confidential nature. As all members of the public had left the meeting, the motion was not proposed.
2. To note the confidential report of the Employment Group's meeting 06/02/20 and to consider and approve its recommendations. Councillors NOTED the confidential report and RESOLVED to approve its recommendations relating to staff remuneration in 2020-21. They further RESOLVED to delegate to Employment Group the decisions and formalities relating to the eventual appointment of a successful candidate to fill the forthcoming Parish Clerk vacancy.

Chairman.....

PUBLIC FORUM: Before the meeting, the Chairman of the Staplehurst Emergency Help Team said that he would be stepping down from the role at the SEHT's next AGM. He discussed the difficulty of recruiting volunteers and appealed to the Parish Council for assistance. The Secretary of the Friends of Staplehurst Health Centre also commented on the difficulty of recruiting volunteers. Continuing problems with the no.5 bus service were raised.

Proceedings finished at 9.55pm.