

MINUTES OF THE ANNUAL MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 21st May 2018 at 7.30 p.m.

PRESENT: Councillors Ashby, Buller, Forward (from the point indicated in the minutes), Kelly (from the point indicated in the minutes), Lain-Rose (from the point indicated in the minutes), Manning, Perry, Riordan, Sharp, Smith, Symes and Burnham who was in the Chair.
Parish Clerk: Mr M J Westwood

APOLOGIES: Councillors Reardon and Silkin.

ELECTION OF CHAIRMAN: Nominated by Councillor Riordan, seconded by Councillor Buller, Councillor Burnham accepted the nomination and, there being no other candidates, was elected unopposed and signed the declaration of acceptance of office.

ELECTION OF VICE-CHAIRMAN: Nominated by Chairman Burnham, seconded by Councillor Smith, Councillor Riordan accepted the nomination and, there being no other candidates, was elected unopposed.

Councillor Lain-Rose joined the meeting.

CO-OPTION TO FILL COUNCILLOR VACANCIES: There being three vacancies available for filling by co-option and there being two candidates for such co-option, proposed by Councillor Lain-Rose, seconded by Councillor Smith, Councillors RESOLVED to co-opt Ms Susan Forward and Mr Paul Kelly to membership of the Parish Council. The Declarations of Acceptance of Office were signed and Councillors Forward and Kelly took their places at the Council meeting.

COUNCILLOR DECLARATIONS regarding items on the Agenda:-

Changes to the Register of Interests – none declared.

Interests in Items on the Agenda – Councillors Lain-Rose and Riordan declared an interest in items relating to Jubilee Field as they held positions on the Management Committee.

Requests for Dispensation – Councillor Riordan was granted a dispensation to speak and vote on the items of declared interest in accordance with section 33(2)(c) of the Localism Act 2011. 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).

APPOINTMENT OF COMMITTEE & GROUP MEMBERS

Annual review and appointment of councillor members of Planning Committee and Parish Council Groups – RESOLVED:

1. Planning Committee – Councillors Ashby, Buller, Burnham (ex-officio), Forward, Riordan (ex-officio), Silkin, Sharp and Smith
2. Finance & Strategy Group – Councillors Burnham, Kelly, Lain-Rose, Perry, Riordan and Silkin
3. Communications Group – Councillors Ashby, Buller, Burnham (ex-officio), Lain-Rose, Manning, Reardon and Riordan (ex-officio)
4. Community Enhancement Group – Councillors Buller, Burnham (ex-officio), Forward, Kelly, Lain-Rose, Manning, Reardon, Riordan (ex-officio), Sharp, Smith and Symes. Such appointments were agreed to be subject to confirmation of the revised terms of reference for the Group to be discussed later in the meeting. Borough Councillor Brice was also appointed as a non-parish council member.

5. Employment Group – Councillors Buller, Burnham (ex-officio), Lain-Rose, Manning, Perry, Silkin and Smith
6. Neighbourhood Plan Review Group – Councillors Buller, Burnham (ex-officio), Perry, Riordan (ex-officio), Sharp and Smith. Residents Margaret Arger, Colin Bowden, John Kelly, Robin Kenworthy, Colin Love and Robin Oakley.

APPOINTMENTS TO LOCAL COMMUNITY GROUPS AND ORGANISATIONS

Annual review and appointment of council representatives on community groups and organisations – RESOLVED:

1. Staplehurst Community Events Group – Councillors Manning and Symes
2. Churchyard Liaison – Councillors Ashby and Burnham
3. Headcorn Aerodrome Consultative Committee – Councillors Manning and Perry
4. Jubilee Field Management Committee – Councillors Burnham, Lain-Rose, Perry, Riordan, Smith and Symes
5. Knoxbridge A229 Residents' Group – Councillor Manning
6. McCabe Day Centre – Councillor Buller
7. Neighbourhood Watch – Councillors Buller, Manning, Smith and Symes
8. Police/Parish Liaison – Councillors Manning, Riordan, Smith and Symes
9. River Beult Catchment Improvement Group – Councillors Burnham and Perry
10. Sobell Cheshire Home - Councillors Perry and Smith
11. Speed Watch – Councillors Buller and Manning
12. Staplehurst Emergency Help Team – Councillors Sharp and Silkin
13. Staplehurst Fireworks Group – Councillor Riordan
14. Staplehurst Library Users Group – Councillors Buller, Burnham, Manning and Smith
15. Staplehurst Patients' Participation Group – Councillors Buller, Perry, Riordan and Sharp
16. Staplehurst Remembrance Day Group – Councillors Manning, Reardon and Sharp
17. Staplehurst Village Centre Trust – Councillors Ashby and Silkin
18. Village Sports & Social Club – Mr Laurence Whittle
19. Youth Club – Councillors Lain-Rose and Perry
20. KALC Area Committee – Councillors Lain-Rose and Silkin (voting representatives) and Councillor Perry

Councillors RESOLVED not to designate specific councillors for liaison on school and surface water management issues, but to deal with them as a Council as and when any occasion should arise.

APPROVAL OF FULL COUNCIL MINUTES Minute pages 1691-1693 of 16th April 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. Approval of Annual Return (recommended by Finance & Strategy Group – Item 5 of meeting report 26/04/18)
 - 1.1. Section 1: Annual Governance Statement 2017/18. RESOLVED with one abstention: APPROVE the affirmative responses to questions 1-8 of the Annual Governance Statement 2017/18 (question 9 being not applicable).
 - 1.2. Section 2: Accounting Statements 2017/18. RESOLVED nem con: APPROVE the Accounting Statements 2017/18 as prepared and circulated by the Finance Officer.
2. Approval of Statement of Accounts for the year ending 31st March 2018 (recommended by Finance & Strategy Group – Item 5 of meeting report 26/04/18). Proposed by Councillor Lain-Rose, seconded by Councillor Manning, it was RESOLVED with one

abstention to APPROVE the Statement of Accounts for the year ended 31st March 2018 as previously circulated.

3. Period for Exercise of Electors' Rights - In accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, proposed dates are from 4th June to 13th July 2018. Proposed by Councillor Lain-Rose, seconded by Councillor Riordan, it was RESOLVED nem con to APPROVE the period for the exercise of electors' rights as 4th June to 13th July inclusive.
4. Finance Group Meeting 26th April 2018 – Report (for noting) and recommendations (for decision). The report was NOTED and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/finance--strategic-planning-group/>.
 - 4.1. Bank Account Signatories - Proposal to add Councillor Burnham to list of authorised signatories (item 7 of meeting report 26/04/18). Proposed by Councillor Buller, seconded by Councillor Riordan, it was RESOLVED nem con to APPROVE the addition of Councillor Burnham to the list of authorised signatories.
 - 4.2. Footpath KM312 – Proposal to accept the transfer of land from Carillion and undertake drainage and tree works (item 8 of meeting report 26/04/18). Proposed by Councillor Lain-Rose, seconded by Councillor Manning, it was RESOLVED (with one dissenting vote) to accept the transfer of land from Carillion notwithstanding the company's inability to complete the works on the footpath and to undertake the necessary works subject to satisfaction with costs.
 - 4.3. Contract & Subscription Renewals – Proposal to approve the renewals listed in item 9 of the meeting report 26/04/18. Proposed by Chairman Burnham, seconded by Councillor Ashby, it was RESOLVED nem con: (i) APPROVE the annual renewal of contracts to Maclin Pumps £392.00, Bell Lane Toilets waste water with Business Stream £265.00, Iden Business Services £400.00, Arron Services £450.00; (ii) ACCEPT the quote from Aylesford Electrical Contractors to install and take down the festive lighting at £1,650.00 per annum for a three year contract; (iii) PAY annual subscriptions to KALC £1,275.00, County Playing Fields Association £20.00, Norton Internet Security £70.00, ALCC £20.00, SLCC £ 377.00 and Parish Online £84.00.
 - 4.4. Street Lights Inspection – Proposal to accept KCC's quotation for an electrical and structural inspection of the parish council's street lights (item 9 of the meeting report dated 26/04/18). Proposed by Councillor Lain-Rose, seconded by Councillor Buller, it was RESOLVED nem con to ACCEPT the quote for £597.00, which covered all thirteen parish-owned street lights.
 - 4.5. Data Protection Officer – Proposal to appoint GDPR-info as the parish council's Data Protection Officer (item 9 of the meeting report dated 26/04/18). Proposed by Councillor Buller, seconded by Councillor Lain-Rose, it was RESOLVED nem con to APPOINT GDPR-info as the Parish Council's Data Protection Officer at a cost of £500 p.a. plus mileage £64.80.
 - 4.6. Donations – Proposal to make donations to Five Acre Wood School and Heart of Kent Hospice (item 10 of meeting report dated 26/04/18). Proposed by Councillor Manning, seconded by Councillor Lain-Rose, it was RESOLVED nem con to make a donation of £250 to Five Acre Wood School. A proposal to donate £100 to Heart of Kent Hospice was defeated by a majority vote.
 - 4.7. Investment Strategy – Proposal to approve draft investment strategy (item 15 of meeting report dated 26/04/18). Proposed by Councillor Lain-Rose, seconded by Councillor Riordan, it was RESOLVED with one abstention to APPROVE the strategy which was published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.
5. Review of Audit and Internal Controls – note of meeting with Internal Auditor 08/05/18 (for noting). NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/finance--strategic-planning-group/>. Councillor Lain-

Rose reported that he and the Finance Officer had agreed with the Internal Auditor an updated process for making on-line payments.

6. Accounts for payment – for approval. Proposed by Councillor Lain-Rose, seconded by Councillor Smith, the list of accounts for payment was APPROVED (Councillor Kelly abstained). Payments for the period 1st April to 14th May totalled £18,564.69; receipts for the period were £145,025.00.
7. Summation of Accounts – as at 14th May 2018 (for noting). NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
8. Land between Chestnut Avenue and High Street – Quotations for cutting grass and hedge (for decision). Proposed by Councillor Buller, seconded by Councillor Sharp, it was RESOLVED to ACCEPT the quotation of £620 from Brad Hawkins for cutting the grass and hedge.
9. Wimpey Field – Proposal to hold Bio-Blitz on 15/08/18 at a cost of £350 (for approval). Proposed by Chairman Burnham, seconded by Councillor Lain-Rose, it was RESOLVED to ACCEPT the quotation from Medway Valley Countryside Partnership to run a Bio-Blitz event on Wimpey Field on 15th August. Councillors commented that the event should be appropriately advertised and marshalled, with attendees asked to walk to the event to help eliminate any parking issues. It was NOTED that appropriate support from councillors would be needed for these arrangements.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. 1st Staplehurst Brownies – Invitation to attend EqualTeas event 19/06/18 (for decision). RESOLVED: Chairman Burnham to attend and speak; Councillor Riordan to attend. Councillor Buller said she had received a separate invitation.
2. Jubilee Field Charity Concert – Permission to hold event 01/09/18 (for decision). Councillor Riordan described the proposal by the Jubilee Field Management Committee to hold a music and family fun-day to raise money for charities and provide a donation to the Jubilee Field. RESOLVED: AGREE to the holding of the event subject to completion of the required event formalities.
3. KALC Maidstone Area Committee – Invitation to attend AGM 11/06/18 (for decision). RESOLVED: Councillors Lain-Rose and Silkin to attend if feasible. Councillor Perry would be unable to attend.
4. Parish Council Surgery – Report of surgery 28/04/18 (for noting). Councillor Perry reported that the surgery was very busy, principally with borough council issues. Councillors AGREED that they would not provide additional representation at the surgery on 30th June as representatives would be available for discussion at the Fete on the same day.
5. Redrow Homes – Report of meeting held on site 26/04/18 (for noting). Councillors NOTED the report. Damage to Couchman Green Lane had been discussed; Kent Highways is pressing for the developers and/or contractors to address this. The Clerk said that the next meeting was scheduled for 31st May at the Redrow site.

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

1. Clerk's Report – The Clerk reported: considerable office time had been spent on year-end financial reporting and on working with the Internal Auditor; a number of enquiries had been received from organisations seeking a presence on the new Parish Council website; a flow of enquiries from residents and third parties covered a range of subjects including roadworks, potholes, motocross at Duckhurst Farm, the Parade's trees, planning applications (especially Hen & Duckhurst Farm); Parish Office mailing lists were being updated; on top of his regular tasks the caretaker had repaired the pavilion door and guttering and refreshed memorial benches; the Clerk passed on the caretaker's

- appreciation of how well the football club members had tidied up after their end of season event; the Parish Office staff would be undergoing training on CCTV software on 24th May.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - 2.1. Communications Group Terms of Reference – 2018 Review for approval. Proposed by Councillor Smith, seconded by Councillor Ashby, the updated terms of reference were APPROVED and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.
 - 2.2. Community Enhancement Group – (i) Report of Meeting 30/04/18 (for noting) – Councillors NOTED the content of the report and that its recommendations would be tabled for decision at the next Full Council meeting; (ii) Terms of Reference 2018 Review for approval. Proposed by Councillor Sharp, seconded by Councillor Smith, the updated terms of reference were APPROVED and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.
 - 2.3. Employment Group Terms of Reference – 2018 Review for approval. Proposed by Councillor Smith, seconded by Councillor Buller, the updated terms of reference were APPROVED and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.
 - 2.4. Finance & Strategy Group Terms of Reference – 2018 Review for approval. Proposed by Councillor Ashby, seconded by Councillor Riordan, the updated terms of reference were APPROVED and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.
 - 2.5. Neighbourhood Plan Review Group – (i) Draft Minutes of Meeting 11/04/18 (for noting) – the minutes were NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/neighbourhood-plan-review-group/>; (ii) Terms of Reference 2018 Review for approval. Proposed by Councillor Sharp, seconded by Councillor Smith, the updated terms of reference were APPROVED and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.
 - 2.6. Training for Councillors – Proposal to commission Kent Association of Local Councils to provide training event for parish councillors (for decision). Councillors considered the Clerk's report on the opportunity to hold local training for councillors at preferential rates. RESOLVED: the Clerk to investigate and propose possible venues and September dates for the KALC Dynamic Councillor training module.
 3. Oral Reports from Committee/Groups/Councillors – for information only
No reports were made.

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

1. Borough Councillor's Oral Report – Councillor Perry reported that following the borough council elections earlier in May a new council leader had been appointed and committee appointments would be made shortly. He confirmed the Hen & Duckhurst Farm planning application 17/506306 was due to be discussed by MBC Planning Committee on 24th May.
2. KALC Maidstone Area Committee – Draft Minutes of Meeting 16/04/18 (for noting) including information about an opportunity to undertake air quality monitoring (for decision in principle). The meeting minutes were NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>. Councillors agreed not to take up the opportunity to monitor air quality.
3. Maidstone Police-Parishes Liaison Group – Report of meeting 18/04/18 (BM). NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>.
4. Transport Accessibility Group – Report of Meeting 20/04/18 (BM). NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>.

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting):-

1. Staplehurst Patient Participation Group – Minutes of meeting 25/04/18. NOTED by Councillors and published at <http://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)

No items.

Chairman.....

PUBLIC FORUM: After the meeting Borough Councillor Brice commented on the status of some roadworks sites around the village.

Meeting closed 10.05pm.