



Parish Office,
Staplehurst Community Centre,
High Street,
Staplehurst,
TN12
Parish Clerk Richard Griffiths
01580 892761

clerk@staplehurst-pc.gov.uk

To the members of Staplehurst Parish Council, you are summoned to attend a meeting of Staplehurst Parish Council to be held

**Monday 8th December 2025, 7.30pm,
South Hall, Staplehurst Community Centre.**

PUBLIC FORUM – Before and after the meeting the Chairman will invite members of the public to speak for a maximum of 3 minutes each, relating to issues on the agenda or about planning issues of local concern. Please state name and address prior to speaking. Attendees are requested to notify the Chairman of any intention to film, photograph or record during the meeting / part of the meeting.

Comments about items on the agenda may be sent to clerk@staplehurst-pc.uk by **4.00pm on the day of the meeting.**

Civility and Respect - All attendees are reminded that this meeting is to be conducted in a spirit of mutual respect and civility. Please ensure that all comments and contributions are made respectfully and considerately.

Kent County Councillor report – (Standing item)

Maidstone Borough Councillor's Report (Standing Item):

Cllr Surgery Saturday 27th December 2025, 10am – 12noon at Staplehurst Library

AGENDA

- 1. APOLOGIES:**
- 2. COUNCILLOR DECLARATIONS regarding items on the Agenda:**
 - 2.1.** Declarations of Lobbying
 - 2.2.** Changes to the Register of Interests.
 - 2.3.** Interests in Items on the Agenda
 - 2.4.** Requests for Dispensation
- 3. APPROVAL OF FULL COUNCIL MINUTES: (5 minutes)**

Pages 2416 –2423 17th November 2025 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.gov.uk\)](#) to be signed by the Chairman.

4. FINANCE REPORTS & PROPOSALS

4.1 Payment list, previously authorised by Council or under delegated authority and paid, Summation and Balance sheet for noting (1 minute)

4.2 Contracts (5 minutes)

Resolution: To approve the Employment, Finance and Strategy group recommendations as set out in the report.

4.3 Draft Council budget 2026/27 (20 minutes)

Resolution: To consider and comment on the working draft budget for 2026/27

4.4 Council contribution to Churchyard maintenance (10 minutes)

Resolution: To consider:

- a) approval of an increase in the annual donation of 4.2% to £17,500
- b) an additional increase of £1,767 to cover an extra grass cut towards the end of the season

4.5 Appointment of Human Resources and Health and Safety Consultant (5 minutes)

Resolution: To approve the HR Group recommendation to appoint Peninsula as Human Resources and Health & Safety Consultants on a 5-year contract at £3,039.60 plus VAT per year, at £253.30 plus VAT per month.

4.6 Appoint an RFO Locum (5 minutes)

Resolution: To consider the appointment of Local Council Consultancy for an RFO Locum for January 2026, for 12 weeks, 20 hrs per week up to £40ph

5 CLERKS REPORT ON OUTSTANDING MATTERS – attached (5 minutes)

6 PROPOSALS FOR DISCUSSION and DECISION -

6.1 Devolution – standing item verbal update (5 minutes)

6.2 3G Multi-Sport pitch verbal update (moved to confidential due to contractual issues)

6.3 Jubilee Field budget monitoring report – 1st April – 30th September 2025 (5 minutes)

Resolution: To note the budget monitoring report for the Jubilee Field, 1st April – 30th September 2025, as per **appendix A**

7. Update report CORRESPONDENCE & PARISH ISSUES for decision or noting:

8 Chairman's Report (5 minutes)

8.1 Committee and working group minutes for noting (5 minutes)

8.1.1 Planning Committee minutes 24th November 2025

8.1.2 Road Safety Group meeting to be confirmed

8.1.3 Jubilee Field Working Group minutes 27th November 2025

8.1.4 SCEnic minutes 13th November 2025

- 8.1.5 NDP Review Group next meeting to be arranged
- 8.1.6 Communications Group meeting to be confirmed
- 8.1.7 Greener Staplehurst Group meeting - to be arranged
- 8.1.8 3G Multi-Sport working group next meeting 11th December 2025

9 REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

10 Confidential

Finance, Strategy and Employment Group meeting notes 18th November 2025.

10.1 3G Multi-Sport pitch update report (10 minutes)

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the Parish Council will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.'

Councillors are respectfully reminded that should they be unable to attend any Parish Council Meeting, of which this Agenda is a formal summons, they should notify the Parish Clerk with their apology and reason for non-attendance. Failure to do so for a continuous period of six months will result in automatic disqualification from the Council.

Deadline for such notification to the Parish Clerk is by 4.00pm on the meeting day.

RJ Griffiths

Richard Griffiths Parish Clerk

3/12/25

<u>Parish Council Saturday Surgeries with Borough Councillor Perry</u>	
<u>(Staplehurst Library 10.00am – 12.00pm)</u>	
<u>Date</u>	<u>Councillor</u>
27 th December 2025	Borough Councillor John Perry / TBC
31 st January 2026	Borough Councillor John Perry / TBC
28 th February 2026	Borough Councillor John Perry / TBC
<u>Future Parish Council meeting dates</u>	
12 th January 2026 (8pm)	7:30pm South Hall Staplehurst Community Centre
26 th January 2026	7:30pm South Hall Staplehurst Community Centre
16 th February 2026	7:30pm South Hall Staplehurst Community Centre

Minutes & Agenda Circulation List:

Chairman	Adele Sharp	Vice Chairman	Ani Martin
Mel Alesi	Margaret Arger	Richard Ash	Jose Castro
Catherine Farragher	Eric Hotson	Josh Melville	Bill McLaughlin
John Perry	Alan Pett	Chris Rhodes	Paddy Riordan
Mike Wakeford		County Councillor	Brian Black