

# STAPLEHURST PARISH COUNCIL

## 27<sup>TH</sup> FEBRUARY 2023

### Minutes

#### Public forum

A resident raised concerns about the open space within the David Wilson Homes development – Cllr Perry is chasing the matter up as this is an MBC planning issue – to ensure that the land has been laid out as approved and if not, MBC take appropriate enforcement action.

A resident raised concerns about Bell Lane / Parade car parks for Electric Vehicle Charging and asked if other locations are being considered. Cllr Riordan referred to item 4.6 but welcomed any new potential locations for Electric Vehicle Charging points?

A resident raised concerns about;

- clearance of culverts along Frittenden Road – link with Cllr Davidson-Houston on flooding hotspots,
- Litter picking outside centre of village, noted MBC flying tipping collection excellent – Cllr Riordan explained that Parish Council is only insured for Litter Picking inside 30mph areas – outside of this area need to report online to MBC
- Hedge cutting / culvert clearance around Jubilee Field – certainly been done in past but will pick up this year

A resident raised the issues of the work that the Staplehurst Monarchs Youth FC do which have a positive impact on the local community.

A resident noted the importance of retaining the main pitch at Jubilee Field locked to support the improvements to the football pitch which were required for SCEFEL standard matches. Cllr Riordan noted, and when item discussed would close meeting to hear comments.

#### Reports from County and Borough Councillors

Cllr Perry MBC Financial Plan approved – 3% increase in MBC portion of Council Tax, equates to £0.16p per week for Band D properties.

The MBC finances are in a healthy position.

**Present:** Cllrs Riordan, Buller, McPhee, Castro, Davidson-Houston, Alesi, Perry, Hotson, McLaughlin, Sharp and McClean

Cllr Riordan paid tribute to Jon Grimwood. A former Parish Councillor who sadly passed away recently. He was much admired, respected and liked for all he did for Staplehurst. He will be sadly missed.

#### **1. APOLOGIES** Cllrs Joris Eerdeken and Farragher

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

**2. COUNCILLOR DECLARATIONS** regarding items on the Agenda:

- 2.1. Declaration of lobbying – All regarding item 6.2
- 2.2. Declarations of changes to the Register of Interests - NA
- 2.3. Declarations of Interest in Items on the Agenda Cllrs Riordan, Alesi, Perry, Hotson, McLaughlin, and Sharp item 6.2
- 2.4. Requests for Dispensation – agreed to allow Cllrs Riordan, Alesi, Perry, Hotson, McLaughlin, and Sharp to speak and vote on item 6.2

**3. APPROVAL OF FULL COUNCIL MINUTES** Pages 2063 – 2066 of 6<sup>th</sup> February 2023 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)) note minor amendment on page 2066 Cllr Sharp proposed and Cllr Hotson seconded for the minutes to include minor amendments be approved – agreed majority 9 for, 0 against and 2 abstained - then they were signed by Councillor Riordan.

**4. FINANCE REPORTS**

- 4.1. Accounts for Payment – (for decision).  
Cllr Hotson proposed and Cllr Castro seconded for the payments list to be approved – agreed unanimously

<b><u>Approved Payments 1st February - 22nd February 2023</u></b>	<b>Amount</b>
Kent County Council Commercial Services - Office Stationery	8.18
Homeleigh Timber - Hessian Sand Bags x50	53.40
Paxman Services - Bell Lane Toilet Open/Close January	803.26
Paxman Services - Bell Lane Toilet Sundries	93.43
Hugofox Ltd - Silver Subscription February	23.99
KALC - Social Media Training	44.40
Choice Support - Planter Maintenance January	410.80
Bulb - Electricity Youth Club January	66.29
Staplehurst Community Centre - Rent Jan-March	1,050.00
Staplehurst Community Centre - Meeting Hall Hire Jan-March	391.50
Kieron Lehane - Bell Lane Women's Toilet Ceiling Repair	55.00
The Helping Hand Co. - Hani Hoops	41.98
Glasdon UK Ltd - Litter Bins x1 Wimpey Field	614.33
Glasdon UK Ltd - Litter Bins x1 JFMC	614.33
Iden Signs - Over Trousers	18.00
HMRC - Tax & NI January	1,854.68
GRS Arboricultural - Annual Tree Survey	375.00
Amazon - Keyboard, mouse and palm rest	59.99
Travel Claim	20.25
Payroll Costs February	5,845.49
Land Registry - Butcher Close Land Search Fee	4.00
Ebay - Office Mobile Phone Case	4.45
Wessex Medical - Replacement Defibrillator Pads	71.99

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

Sevenoaks DC - Surrenden Field Licence Name Change Fee	23.00
Land Registry - Butcher Close Title Register Fee	6.00
Sainsburys - Volunteer Social Evening Refreshments	97.25
Sainsburys - Parish Office Sundries	8.50
Sainsburys - Volunteer Social Evening Refreshments	14.26
Sage Payroll - February	8.40
Business Stream - Surrenden Field Pavilion Water Nov-Jan	11.45
Business Stream - Wimpey Field Water Nov-Jan	11.45
Opus Energy - Surrenden Pavilion Energy January	28.89
Opus Energy - Parish Office Energy January	156.56
Opus Energy - Bell Lane Toilets Energy January	29.27
BT - Office Broadband & Telephone Line Feb-Apr	203.80
Telecoms World - Winter Warm Rooms Mobile Phone Line Feb	11.99
Npower - Street Light Energy January	60.06
Countrystyle Recycling - Waste Collection January	69.84
Lloyds Bank Charges - February	8.70
Arron Services Ltd - Hosted Exchange February	214.32
<b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>	<b>13,488.48</b>

**TOTAL PETTY CASH EXPENDITURE** 11.54

4.2. Summation – Balance sheet- noted that staffing costs are predicted to be £5,740 over budget but overall, the Council is on track to be £81,281 under expenditure budget at the end of the financial year (March 2023).

Cllr Hotson noted the hard work of the RFO and Cllr Buller asked for thanks to be forwarded to the RFO for all her hard work – agreed unanimously

4.3. Parish Council Bank Accounts Following a debate Cllr Riordan proposed, Cllr McLaughlin seconded and the resolution below was approved – unanimously

To top up the saving accounts but keep the Bank Accounts as they are and to review in summer 2024

4.4. IT hosted exchange Following a debate, it was suggested that we need to review our Council IT services. Cllr Riordan proposed, Cllr McPhee seconded the following **amended resolution** below, it was approved – unanimously

To approve the increased IT hosted exchange costs as set out in the report and review Council IT services with a report back to Council in July 2023

Then Cllr Riordan proposed, Cllr McPhee seconded the resolution below, it was approved unanimously

To approve the increased IT hosted exchange costs as set out in the report and review Council IT services with a report back in July 2023

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

4.5. Council contract renewals Following a debate Cllr Riordan proposed, Cllr Perry seconded and the resolution below was approved – unanimously

To consider the recommendation of the Finance and Strategy Group recommendations to approve the contracts as below;

Activity	Company	Annual Value
Subscription	Kent Pond & Tree Warden	£50.00
Subscription	National Allotment Society	£55.00
Laptop/Computer Service	Arron Services	4x Laptops £650
Hosted exchange services	Arron Services Ltd	£2,423.64
Bell Lane Toilets Fresh/Waste Water	Business Stream	£620.85
Wimpey Field Stand Pipe Water	Business Stream	£56.29
Surrenden Pavilion Water In & Out	Business Stream	£96.45
Village Centre Rubbish Bin	Countrystyle Group	£756.60
Surrenden Field Premises Licence	Sevenoaks District Council	£70.00
Subscription	ZOOM Video Communications	£119.90
Jubilee Field Grounds Maintenance	Jubilee Field Management Committee	£3,000.00

4.6. S106 update Following a debate which emphasized that the GMS and DK Holding funding (Sainsbury’s) was held by MBC. The Parish Council can merely suggest projects, if agreed by MBC they will lead the delivery. The Parish Council will not have responsibility for the works or future maintenance.

Cllr McPhee proposed, Cllr Mclaughlin seconded and the resolution below was approved – unanimously

To request the following from Maidstone Borough Council:

**GMS and DK Holdings (11/1944) - £36,623.63**

- £20,000 on parade car park low wall
- Remaining funding towards Electric Vehicle Charging points in Parade and Bell Lane car parks – liaise with MBC parking services

**Hen and Duckhurst (14/502010) - £129,719.33**

£25,000 towards Surrenden Field master plan

- £5,000 towards Beacon
- £20,000 towards Outdoor Gym and future playground equipment £20,000, Note £12,000 of CIL funding has been allocated to outdoor gym

£104,719.33 to Jubilee Field 3G all-sports pitch

**Land North of Headcorn Rd – (14/505432) - £105,897.65**

Request all funding to 3G all-sports pitch project when planning permission / quotes

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

4.7. Youth Club Disability access ramp Following a debate where it was highlighted that to complete the work in April 2023 rather than July 2023 would lead to an increase in cost Cllr Riordan proposed, Cllr Castro seconded and the resolution below was approved by majority – 6 for, 1, against and 4 Abstained

To approve the appointment of Hartlake Garden Services as contractor

4.8. Skatepark Following a debate which requested that in future reports are clearer about the background and why a specialist contractor is required Cllr Sharp proposed, Cllr Buller seconded and the resolution below was approved by majority 9 for, 0 against and 2 abstained

To approve the appointment of Full Circle Leisure (evolution Skatepark Ramps) as per the attached quote

4.9. Emergency phone Following a debate Cllr Riordan proposed, Cllr Buller seconded and the resolution below was approved – unanimously

To approve purchase of a virtual emergency phone number

**5. CLERKS REPORT ON OUTSTANDING MATTERS - attached**

Main outstanding issues are covered in reports to this Council meeting  
Can Working Group Chairman seek regular meeting days / times which can be circulated to all  
Cllr Castro requested that the RFO reorder a water butt and if the hose cannot be found another hose ordered

**6. PROPOSALS FOR DISCUSSION and DECISION**

**6.1 Confirm the Terms of Reference of Road Safety Group** Following a debate Cllr Sharp proposed, Cllr Buller seconded and the resolution below was approved – unanimously

To approve the Terms of Reference of the Road Safety Group as attached

**6.2 Main pitch at Jubilee Field** - Following a debate which focused on the balance between need to retain the main pitch as public open space and supporting the Staplehurst Monarchs FC Cllr Riordan proposed, Cllr McLaughlin seconded the resolution below and it was approved by majority 8 for, 3 against 0 abstained

To consider Finance and Strategy Group recommendation to reopen the main pitch at the Jubilee Field to the public

Cllr Riordan proposed and Cllr Buller seconded to suspend Standing Orders and extend the meeting until 10pm – agreed unanimously

**6.3 Policy for granting Honorary Freedom of the Parish** - Following a debate Cllr Mclean proposed, Cllr McPhee seconded and the resolution below was approved – unanimously

To consider Finance and Strategy Group recommendation to adopt the policy for granting Honorary Freedom of the Parish as attached

**6.4 Council complaints policy** Following a debate Cllr McPhee proposed, Cllr McLaughlin seconded and the resolution below was approved – unanimously

To consider Finance and Strategy Group recommendation to adopt the Complaints Policy as attached

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

**6.5 Council risk assessment** Following a debate, where “use of illegal substances on council land” a note was added that “sharps should be reported online to MBC urgently” and the need to cross reference against the Caretakers check sheets. Cllr Riordan proposed, Cllr Sharp seconded and the resolution below was approved – unanimously

To consider Finance and Strategy Group recommendation to approve the updated Risk Assessment as attached

**6.6 Sainsbury Shuttle Bus Following** a debate Cllr Buller proposed, Cllr Castro seconded an **amendment to the resolution**, set out below which was approved – unanimously

To approve

i) A letter from Parish Council confirming that the changes have been developed in collaboration with the Parish Council following poor take up of the initially agreed routing once the Road Safety Group have agreed the final details such as;

- timings Poyntell way and Hanmer Way is closer to 5-6 mins.
- The times and roads of the Marden and Headcorn loops need details.
- Collections points, do residents flag the bus down?
- It may be possible to run the bus every 30 minutes subject to driver breaks. The service will still run two days a week – need to confirm a timetable
- proposing the Staplehurst local route would run on one of the days, with the wider route to include Marden and Headcorn on the other – which days?

ii) Once agreed the Parish Council support promotion by Sainsbury’s to local residents

Then Cllr Buller proposed, Cllr Castro seconded the resolution below which was approved – unanimously

To approve

i) A letter from Parish Council confirming that the changes have been developed in collaboration with the Parish Council following poor take up of the initially agreed routing once the Road Safety Group have agreed the final details such as;

- timings Poyntell way and Hanmer Way is closer to 5-6 mins.
- The times and roads of the Marden and Headcorn loops need details.
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- It may be possible to run the bus every 30 minutes subject to driver breaks. The service will still run two days a week – need to confirm a timetable
- proposing the Staplehurst local route would run on one of the days, with the wider route to include Marden and Headcorn on the other – which days?

ii) Once agreed the Parish Council support promotion by Sainsbury’s to local residents

**6.7 Parking restrictions** - Following a debate, which asked if the consultation should include a longer stretch of the High Street and that RSG should use KCC Highways wording in consultation Cllr Riordan proposed, Cllr McClean seconded and the resolution below was approved – unanimously

To approve that the Road Safety Group lead a public consultation on the option of;

- “Double Yellow Lines on the Highstreet from crossroads”
- “Single yellow lines on Chestnut Avenue and Cornforth Close”
- Report back to Council

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

**6.8 Youth Club Group recommendation** - Following a debate which included the need to highlight efforts to get further quotes was required in future reports Cllr Buller proposed, Cllr McPhee seconded and the resolution below was approved – unanimously

To approve

1. **Drainage** recommend to Council that we accept and proceed with the quote provided by Field Water Installation, £740 plus VAT as Contractor

2. **Planned expenditure** to seek Council approval of spend up to £1,000 from Youth Club funds on range of items to support activities:

- Trophies for tournaments
- Bibs for identification for summer football
- Reserve football
- Refresh Table tennis bats/balls
- New (modern) X-BOX and suitable games e.g., FIFA etc.

**6.9 Council representation at Local Plan Review – Stage 2 hearing** Following a debate, which noted that due to the election we cannot name a Councillor yet Cllr Riordan proposed, Cllr Buller seconded and the resolution below was approved – unanimously

To agree to send a representative to the Local Plan Review stage2 hearings

**7. CORRESPONDENCE & PARISH ISSUES** for noting: - none

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

8.1. Chairmans Report – Oral report by Cllr Riordan

Update on meeting with South East Water

Need for working groups to agree a regular time and date –

8.2. Written reports on Committee, Group and Project activities – noted, questions next time

Neighbourhood Plan Review Group – minutes of meeting held 8<sup>th</sup> February 2023

Planning Committee – minutes of the meeting held 13<sup>th</sup> February 2023

SCEnic – Cllr Sharp – next meeting to be arranged

Finance and Strategy Group – next meetings 16<sup>th</sup> February 2023

3G all-sports Group – minutes of meeting held on 21<sup>st</sup> February 2023

Jubilee Field Management Committee – next meeting to be held 1.3.2023

Road Safety Group – minutes of the meeting held 21<sup>st</sup> February 2023 to follow

Communications Group – minutes of the meeting held 22<sup>nd</sup> February 2023 to follow

Youth Club – minutes of meeting held 21<sup>st</sup> February

Greener Group – minutes of meeting held 22<sup>nd</sup> February 2023 to follow

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

**10. URGENT MATTERS-** at the discretion of the Chairman, information only items for noting or for decision at a future meeting

**11. Special Motion**

11.1. To move that the public be excluded from item 11.2 due to its confidential nature.

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

11.2 KALC Community Award nominations Following a debate Cllr Riordan proposed, Cllr Castro seconded and it was agreed unanimously to put a local resident for a KALC Community Award

**Closed 10pm**

**These minutes are not verbatim but an accurate reflection of the meeting**

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