

# Staplehurst Parish Council

## Council Minutes

### 17<sup>th</sup> October 2022

A resident raised concerns about the cleanliness, safety and heating of the Community Centre - Parish Council will pass comments onto Community Centre Committee.

Ms Alesi introduced herself and following a debate was proposed, seconded and unanimously co-opted onto Staplehurst Parish Council.

Councillors Alesi joined the meeting but abstained from voting as she was not fully informed of the items on the agenda.

#### **Reports from County and Borough Councillors**

Cllr Perry gave Cllr Brice and Lottie-Parfitt's apologies.  
MBC have robust finances but this year will be challenging – considering Transformation (can we do things differently) income opportunities and potential savings.

Also, a positive Ward Cluster meeting with Police – trying to improve Neighbourhood Policing.

#### **Presentation Laura Bullen – Maidstone Community Protection**

Laura Bullen updated the meeting on her / team's work liaising with Police and agencies on dealing with a variety of community issues: noise, pollution, ASB etc.

All welcome to contact her / team if an issues. (Clerk to circulate contact details)

Cllr Hotson thanked Laura and would welcome an update form the Police – Clerk to seek an update

**Present:** Councillors Riordan, Buller, Sharp, Davidson-Houston, McPhee, Castro, Farragher, Eerdeken, McLaughlin, Clifton, Perry and Hotson.

Also present The Clerk

**1. APOLOGIES** Cllr Mclean gave her apologies, these were accepted unanimously

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

2.1. Declarations of changes to the Register of Interests – NA

2.2. Declarations of Interest in Items on the Agenda – Cllr Alesi noted interest in items 6.3 and 6.6

2.3. Requests for Dispensation – Cllrs Perry and McLaughlin for 6.3 and Cllr Riordan has a dispensation

Chairman signed.....Date.....

**3. APPROVAL OF FULL COUNCIL MINUTES** Pages 2033 – 2036 of 26<sup>th</sup> September 2022 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)) to it was proposed, seconded and agreed by majority of 12 for, 0 against and with 2 abstention to approve the minutes, which were then signed by Councillor Riordan.

**4. FINANCE REPORTS**

4.1. Accounts for Payment – (for decision).

It was proposed, seconded and agreed by majority 13 for, 0 against and with 1 abstention to approve the payments list

4.2. Bank reconciliation – Noted. Cllr Riordan raised the 2023/24 budget setting process and how we need to keep onto top of this year’s budget.

**5. CLERKS REPORT ON OUTSTANDING MATTERS –**

The Clerk noted the need to arrange playground repairs and a new quote for Bell Lane repairs is required.

**6. PROPOSALS FOR DISCUSSION and DECISION**

**6.1 Delegated Authority** – Following a discussion an amendment was made, see below

“If the Government declares a national emergency which means Council / Committee meetings are legally cancelled that delegated authority should be given to the Proper Officer (the Clerk) in consultation with the Chairman and / or Vice Chairman of the Council and /or Chairman of the Planning Committee and engage with other Councillors.”

This amendment was proposed / seconded and agreed by a majority of 13 for, 0 against and with 1 abstention.

The amended motion below was proposed, seconded and approved by a majority of 13 for, 0 against and with 1 abstention

**Motion:** to approve

i. If the Government declares a national emergency which means Council / Committee meetings are legally cancelled that delegated authority should be given to the Proper Officer (the Clerk) in consultation with the Chairman and / or Vice Chairman of the Council and /or Chairman of the Planning Committee and engage with other Councillors.

Following a discussion, the motion below was proposed, seconded and approved by a majority of 13 for, 0 against and with 1 abstention

**Motion:** to approve

ii. Planning Committee – not being quorate  
If a Planning Committee meets and is not quorate, that delegated authority is given to the Proper Officer (Clerk / Deputy Clerk) in consultation with the Councillors present at the Planning Committee on planning applications that require comment before another Planning Committee can be arranged.

Chairman signed.....Date.....

**6.2 Refine working groups** - Following a discussion the motion below was proposed, seconded and approved by a majority of 13 for, 0 against and with 1 abstention

**Motion:** to approve

- i. By end of October 2022 – Working Groups consider programme of work and budgets required for 2023/24
- ii. By end of November 2022 – Clerk circulates amended Terms of Reference for each group to consider
- iii. By end of January 2023 – amended Terms of Reference and Budgets agreed by Council

**6.3 Jubilee Field 3g all sports pitch** - Following a discussion in which Cllrs Perry and McLaughlin were added to the 3g all sports working group it was noted that this is a large project for the Parish. A number of milestones will need to be achieved along the way – Formal sign off from Football Foundation, Planning Permission, securing capital funding and operational business plan among them. The motion below was proposed, seconded and approved by a majority of 13 for, 0 against and with 1 abstention

**Motion:** to approve;

1. That Staplehurst Parish Council lead the project
2. The formalisation of the 3g all sports working group: Cllrs Riordan, Perry and McLaughlin plus Nicola Stonebridge (Staplehurst Monarchs FC), Lee Seal (Staplehurst Monarchs Youth FC), Mike Evans (MBC) and Cllr Brice (MBC)
3. The group's Terms of Reference attached in **Appendix A**, The 3g Working Group will not have decision making powers but report back to Council on a regular basis with recommendations
4. Setting aside £10,000, from the PC Projects Budget for a Bid consultant, brief attached in **Appendix C**
5. Submission of the AGP FRAMEWORK PROJECT INFORMATION form attached in **Appendix E**
6. Bringing a report back with allocation of Section 106 / CIL funding to the project, subject to planning permission

**6.4 Report on Playscheme run by Play Place at the Primary School** - Following a discussion where it was agreed overall it was an excellent scheme but noted that accessibility issues need to be reviewed moving forward the motion below was proposed, seconded and approved by a majority of 13 for, 0 against and with 1 abstention

**Motion:** To agree to pay Play Place £996.00 being the deficit of the scheme in 2022.

**6.5 Council appointments** Following a discussion the motion below was proposed, seconded and approved by a majority of 12 for 0 against and with 2 abstentions

**Motion:** To Appoint Cllr Eerdeken to Planning Committee and note which Groups the new Councillors have joined.

Chairman signed.....Date.....

- 6.6 Winter Warm rooms report** Following a discussion which noted the work in progress the motion below was proposed, seconded and approved by a majority of 12 for, 0 against and with 2 abstentions

**Motion:** to note

- i. The good work of the group so far
- ii. Parish Council act as facilitator, Parish Council lead Cllr Sharp
- iii. To offer the Youth Club as a "Warm Space" for young people

- 6.7 Council meeting dates for 2023** Following a discussion the motion below was proposed, seconded and approved by a majority of 13 for, 0 against and with 1 abstention.

**Motion:** To approve the meeting dates for 2023 in **Appendix A** of the report

**7. CORRESPONDENCE & PARISH ISSUES** for noting: -

7.1 A resident raised concerns about the Headcorn Rd - reference number is: **658707**

7.2 A resident commented on the Annual Report which was discussed and noted for future reference, Clerk to respond.

**The Chairman proposed and was seconded and then agreed 13 for 0 against and 1 abstention to suspend Standing Orders and extend the meeting by ½ hour**

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

8.1. Chairmans Report – Oral report by Cllr Riordan

- Meeting with KCC highways 28<sup>th</sup> October – along with Cllrs Perry and Brice regarding the Cranbrook Road issues
- Meeting Sainsbury's regarding the Shuttle Bus – 26<sup>th</sup> October 2022
- Litter Pick – Saturday 22<sup>nd</sup> October 2022 – 10am all welcome.
- Comms group need information for Village Update – ASAP
- Meeting with Community Payback being arranged to get back on track
- Planning Appeal – Churchill Homes – 15<sup>th</sup> November 2022
- Thanked Cllr Davidson-Houston for her support on reporting potholes to KCC
- Note WI open day – 22<sup>nd</sup> October 2022
- Request for any volunteers to support Remembrance Day Parade
- Visit to DWH raised a number of issues but impressed with the open space.

8.2. Written reports on Committee, Group and Project activities – for noting.

Scenic – Cllr Sharp – next meeting 27.10.22

Jubilee Field Management Committee – meeting cancelled being rearranged

Road Safety Group – Cllr Sharp – awaiting date

Communications Group – Cllr Castro minutes from 6.10.2022, need info for Village Update ASAP

Youth Club – Cllr McPhee progressing well, working to standardising processes.

Chairman signed.....Date.....

**9. REPORTS FROM LOCAL COMMUNITY GROUPS** (written reports for noting)  
Staplehurst Patients Participation Group – AGM 26<sup>th</sup> July 2022 - Noted

**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.
- 11.2. Update on staffing matters – The Clerk gave a verbal update on staffing issues and the need for a further £500 to HR Consultant fees – agreed.

**These minutes are not verbatim but a summary of the discussions**

**Closed: 10:00pm**

Chairman signed.....Date.....