

# STAPLEHURST PARISH COUNCIL

## MINUTES

MONDAY 15<sup>TH</sup>  
JULY 2024,  
7.30PM.



### **Public Forum**

A resident raised a number of points:

- Re issues with Kent Highways and potholes – these are making estate roads hazardous
- Lack of renewed white lines at crossroads are adding to congestion
- Offens Drive resurfacing needed urgently.
- Cranbrook Road crossing needs to be expedited.
- Chair updated – pothole repairs have been pencilled in. He has been informed that crossroads white lines will be completed by this Autumn. Some pothole repairs have been completed recently.

### **Co-option – on hold**

### **Kent County Councillor's Report**

Cllr Lottie Parfitt-Reid raised a number of points:

- Pothole blitz has started.
- She believes crossroads work will be started on 17<sup>th</sup> July. Councillors asked whether Sainsbury's roundabout could be included.
- LPR is spearheading a Youth Services pilot scheme, hopefully with Marden, Coxheath and Staplehurst sharing a dedicated rural Youth Worker. More info to follow.
- LPR has been asked to be Committee Chair of Adult Services Care.
- Re Blue Badges – there is currently a delay in renewals of Blue Badges. LPR is looking into this and would like to see an automatic renewal system in place similar to that in Medway.
- LPR has been chasing the Cranbrook Road crossing and needs to involve Action Travel Team.

Cllrs asked:

- Is there any news about resurfacing of Offens Drive?
- What is the latest information about Wardens, Libraries and Recycling Centre at Tovil?
- LPR said Re Wardens that nothing will be decided until September. Re Libraries, nothing is likely in imminent future. She doesn't believe Staplehurst Library is threatened with closure currently. Tovil Tip is not at imminent risk.
- Resident asked that thanks is given to staff at Tovil, for the excellent standard of their work and customer service.

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

**Borough Councillor's Report (Standing Item):**

Cllr Perry sent his apologies

Cllr Riordan raised a number of points:

- Re new waste contractor: 12 week grace period has now ended. 2 additional waste teams have been employed across the borough. Non collection remains an issue in parts of Maidstone. Collection of garden waste is being monitored. There has been some misuse of shared garden bins.
- PR is meeting with officers in August to discuss EVC points in Bell Lane and The Parade and improved disabled parking spaces.
- New ideas will be discussed at next full Borough Council meeting, one of which is to reduce the voting age to 16. The Mayor has been asked to write to the government about this.

**Present:** Cllrs Riordan, Hotson, McLaughlin, Sharp, Castro, Ash, Alesi and Martin

**( note in the absence of the Clerk, Cllr Martin took the minutes)**

1. **APOLOGIES:** Cllrs Arger, Pett and Perry
2. **COUNCILLOR DECLARATIONS regarding items on the Agenda: (5 minutes)**
  - 2.1. Declarations of Lobbying – None
  - 2.2. Changes to the Register of Interests - NA.
  - 2.3. Interests in Items on the Agenda – None
  - 2.4. Requests for Dispensation – None

3. **APPROVAL OF FULL COUNCIL MINUTES: (5 minutes)**

Pages 2244– 2249 of 24th June 2024 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk/Full-Council-Staplehurst-Parish-Council)

Cllr Riordan proposed and Cllr McLaughlin seconded to approve the minutes above. Agreed by majority; For 7 Against 0 Abstain 1. To be signed by the Chairman.

*(Chair will sign copy in the Office)*

4. **FINANCE REPORTS & PROPOSALS (10 minutes)**

4.1 **Payment list**

Cllr Riordan proposed and Cllr Hotson seconded to approve the payment list below; agreed unanimously

<b><u>Approved Payments 19th June - 10th July 2024</u></b>	<b>Amount</b>
Lehane Property Maintenance - JF Pavilion Internal Door Sanding	120.00
Npower - Nicholson Walk Street Light Energy	3.90
Origin Amenity Solutions - 60/40 Rootzone JF	378.30
P&F Cleaning Services - Bell Lane Toilets Clean/Open/Sun Jun	1010.00

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

Dean Fuller - Jubilee Field Mowing May	520.00
Dean Fuller - Jubilee Field Mowing June	480.00
Camilla Lucas - Youth Club Cleaning June	80.00
Cartell Electrctal Ltd - JF Pavilion Replacement Lighting	472.80
Hugofox Ltd - Silver Subscription July	23.99
SLCC - Annual Subscription DJ	288.00
KALC - Annual Planning Conference	84.00
SMUFC - Pavilion Cleaning May	125.00
SMUFC - Pavilion Cleaning June	125.00
Choice Support - Planter Maintenance June	410.80
Castle Water - Jubilee Pavilion June	115.84
Bumbles Plant Centre - Plants GSG	15.27
AJ Gallagher - Building Insurance Youth Club	141.53
Imperative Training Ltd - Defibrillator Cabinet	594.00
MedUK Group Ltd - Defibrillator Phone Box & Pads	1038.60
Castle Water - Youth Club June	7.28
Homeleigh Timber - Light Bulbs x2	4.56
Adobe Systems - Monthly Subscription June-July	19.97
Green Box Recycling - Skip Jubilee Field	300.00
Positive Energy - Electricity Youth Club May-June Est.	12.05
Positive Energy - Electricity Youth Club May-June Actual	27.05
Telecoms World - Virtual Phone No. SEHT May	14.39
British Gas Lite - JF Sewage Pump Electricity June	19.79
KCC - Youth Club Lease Purchase Jly-Sept	212.50
Npower - Street Light Energy May	32.56
Pension Costs - June	782.91
Countrystyle Recycling - Waste Collection May	96.06
British Gas Lite - Bell Lane Toilets Electricity May-June	29.59
British Gas Lite - Surrenden Pavilion Electricity May-June	32.83
British Gas Lite - Parish Office Electricity May-June	159.36
British Gas Lite - JF Pavilion Electricity Apr-June	431.68
MBC - Council Tax Parish Office Room 1 July	62.00
MBC - Council Tax Parish Office Room 2-3 July	72.00
MBC - Council Tax Youth Club July	121.00
MBC - Council Tax Bell Lane Toilets July	100.00
Sage Payroll - July	9.60
Lloyds Bank - Charges June	8.70
Arron Services Ltd - Hosted Exchange July	271.32
<b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>	<b>8,854.23</b>

**TOTAL PETTY CASH EXPENDITURE**

1.55

#### **4.2 Summation and balance sheet - Noted**

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

### **4.3 Contracts list - NA**

#### **4.3 SCEnic report – Loudhailer**

Following a debate Cllr McLaughlin proposed and Cllr Castro seconded to approve the resolution below, agreed unanimously

**Resolution:** To approve the purchase of a QTX QR10PA Portable Active PA Speaker up to £250 plus VAT

#### **4.4 Replacement of Salt Bins**

Following a debate:

Two of the current salt bins, including the one in Bower Walk, are the property of KCC. SCEnic will add an agenda item to check salt bins. Clerk to check if the other broken bin belongs to KCC or SPC and then have delegated power to replace accordingly.

Cllr Riordan proposed and Cllr Ash seconded to approve the resolution below, agreed unanimously

**Amended Resolution:** to double check that both salt bins are Parish Council; and delegate to the Clerk to purchase as required.

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

The Clerk noted that –

A Flood action plan from SEHT is due  
IT Review report to next Council meeting  
Still chasing S106 and Staplehurst Railway Station

I will refer back to Clerk re:

Flood Plain action plan – Cllr Alesi is unable to complete this due to lack of insurance for SEHT. She will speak to the Clerk about this.

## **6. PROPOSALS FOR DISCUSSION and DECISION**

### **6.1 3G Multi-Sport Working Group – standing report**

Following a debate, which highlighted the submission to the Football Foundation was submitted on the 12<sup>th</sup> July 2024. We are awaiting latest information from the FA.

The report was noted

### **6.2 Financial Regulations**

Following a debate Cllr Riordan proposed and Cllr Hotson seconded to approve the resolution below, agreed unanimously

**Resolution:** To approve the recommendation of the Employment, Finance and Strategy Group to adopt the Financial Regulations attached in **appendix A** of the report.

### **6.3 Parish Office Risk Assessment**

Following a debate two amendments were made to the resolution:

- i. Check all fire escapes and include in risk assessment
- ii. In section on out of office working, column 4 Further actions to manage risk, remove mention of PCSO and replace.

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

Cllr Riordan proposed and Cllr Ash seconded the amendment above, agreed unanimously.

Cllr Riordan proposed and Cllr Ash seconded to approve the resolution below, agreed unanimously

**Resolution:** To approve the recommendation of the Employment, Finance and Strategy Group to adopt the Parish Office Risk Assessment attached in **Appendix A** of the Report  
With the following 2 amendments:

- i. Check all fire escapes and include in risk assessment
- ii. In section on out of office working, column 4 Further actions to manage risk, remove mention of PCSO and replace.

### **Volunteers Award date**

Following a debate Cllr Martin proposed and Cllr Riordan seconded to approve the resolutions below, agreed unanimously

**Resolution:** To consider the recommendation of the Employment, Finance and Strategy Group to

- i. confirm and approve the date of the Volunteers Awards 2024 as Wed. 11<sup>th</sup> December
- ii. include the 2025 Volunteer Awards in the Annual Parish Meeting (May 2025) and review the Annual Parish Meeting to try and engage more residents

### **6.4 Communications update report**

It was noted that this update report was not written or agreed by Cllr Castro.  
Following a debate an amendment was made to the resolution:

#### **Amendment: Agree the Parish Council video**

Cllr Riordan proposed and Cllr Martin seconded to approve the amendment as above, agreed unanimously.

Cllr Riordan proposed and Cllr Castro seconded to approve the resolution below, agreed unanimously

**Resolution:** to

- i. Agree the Parish Council video
- ii. Agree the schedule of the autumn Village update as set out in the report

### **7 CORRESPONDENCE & PARISH ISSUES for decision or noting:**

BEAMs – thank you

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

#### **8.4 Chairman's Report**

Cllr Riordan raised a number of points:

- Volunteers Day went well with about 20 volunteers, including 4 Parish Councillors and 2 members of the Greener Staplehurst Group. It is hoped to encourage greater participation in the future. Thanks to all.
- Contact made with new MP re access to a Payback Team.

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

- 3G Pitch bid has been submitted to FA.
- Emergency repairs due to vandalism have been completed at Bell Lane toilets. Good response from emergency plumber. Clerk will be asked to write a letter of thanks.

#### 8.5 Committee and working group minutes for noting

- 8.5.1 Planning Committee minutes of 1<sup>st</sup> July 2024
- 8.5.2 Road Safety Group meeting to be confirmed
- 8.5.3 Jubilee Field Working Group meeting 27<sup>th</sup> June 2024 note a skip is now sited at Jubilee Field, with capacity for PC rubbish
- 8.5.4 SCEnic minutes of meeting 3<sup>rd</sup> July 2024
- 8.5.5 3G multi-sports pitch working group meeting 27<sup>th</sup> June 2024
- 8.5.6 Employment, Finance and Strategy Group meeting 3<sup>rd</sup> July 2024
- 8.5.7 NDP review next meeting 25<sup>th</sup> July 2024
- 8.5.8 Communications Group 19<sup>th</sup> June 2024 note articles of 150 words for Village Update to be sent by 2<sup>nd</sup> August to Cllr Riordan, as Cllr Castro will be on holiday. Cllr Castro to be copied in.
- 8.5.9 Greener Staplehurst Group minutes 21<sup>st</sup> March 2024 to follow

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

Churchyard Liaison Committee Report noted.

A resident asked that it be minuted that he was pleased to see the reintroduction of the Chairman's video report.

### **10 Confidential**

#### 10.2 Caretaker cover

Following a debate Cllr Sharp proposed and Cllr McLaughlin seconded to approve the resolution below, agreed unanimously

**Resolution:** to approve

- i. Pay for the week of Monday 17<sup>th</sup> June, £83.46
- ii. In future only consider paying for caretaker cover if the more than two weeks cover is required.

Meeting closed at .....9.25pm.....

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