

# Minutes of Staplehurst Parish Council 8<sup>th</sup> August 2022

**Present: Cllrs:** Riordan, Perry, Buller, McPhee, Mclaughlin, Clifton and Hotson.

Also, present Clerk

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

Cllr Perry reported he had been part of a positive meeting regarding Bus services and a further meeting to review data will take place. Also, ongoing discussions with water company on leaks, seem to have been resolved.

At the last surgery a resident raised concerns about the Community Centre. In addition, someone thanked him for sorting out water leakage problem!

Cllr Brice reported that she has been liaising with Kent Police and Openreach regarding recent incidents. If you see anything suspicious please call 101.

Also attended Bus Service meeting and chased after various water leaks.

Also, the Tree next to the Martyrs Memorial at the crossroads, the MBC Tree officer will be giving a second opinion.

Public comments

A resident felt that the items in 7.2 – Tar Pit Chimneys should be preserved – Council agreed and asked the Clerk to contact the Heritage Officer at MBC

Estate roads – was part of a recent “tour” of estate roads that are seriously damaged – however we were then told to report on the website. Can we arrange a Tour with a senior KCC highways officer – Council agreed and asked Clerk to arrange

## **Staplehurst Monarchs FC did a presentation on proposed improvements to Nigel Best Pavilion**

Following a debate, a number of points were raised – see item 6.6.

Cllr Riordan thanked Staplehurst FC for their presentation

### **1. APOLOGIES**

Apologies from Cllrs Castro, Sharp, Skinner and Spearink were accepted Cllr McClean absent

### **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 - NA

2.3. Requests for Dispensation Cllrs Hotson, Mclaughlin and Perry requested dispensation to speak and vote on item 6.6, agreed

### **3. APPROVAL OF FULL COUNCIL MINUTES** Pages 2019 – 2023 of 18<sup>th</sup> July 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))

The minutes of the meeting held on 18<sup>th</sup> July 2022 were proposed seconded and agreed. Then signed by Councillor Riordan.

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

#### 4. **FINANCE REPORTS**

4.1. Accounts for Payment – the list of payments below were proposed seconded and approved unanimously.

Date	Ref.	CURRENT ACCOUNT EXPENDITURE	Amount
15/07/2022	FPO	Staplehurst small plant & mowers - Repair Hedge Cutter	30.00
15/07/2022	FPO	HMRC - Employer PAYE & NI	2403.42
19/07/2022	PAY	Bank Charges - 10th May - 9th June 2022	7.00
27/07/2022	DD	N Power - Street Lighting	66.40
18/07/2022	DD	Opus Energy - Electricity Parish Office	152.38
14/07/2022	DEB	Youth Club -Equipment	31.98
14/07/2022	DD	Business Stream - Bell Lane Toilets Water rates	36.14
21/07/2022	FPO	Amazon Two Way Radios - Remembrance Parade	278.97
21/07/2022	FPO	Amazon - Two Way Walkie Talkie - Remembrance Parade	83.62
21/07/2022	FPO	Staff Salary	5121.21
21/07/2022	FPO	SLCC - Locum Fees June 2022	4363.08
21/07/2022	FPO	Mark Ballantyne - Installation of Broadband Youth Club	1388.16
26/07/2022	DD	Countrystyle Recycling -	87.30
26/07/2022	DEB	Adobe Systems - 23rd July - 22 August 2022	15.17
29/07/2022	DEB	Amazon - Badminton Sets for Youth Club	49.99
01/08/2022	SO	Aaron Services Hosted Exchange	214.32
01/08/2022	DD	MBC - Council Tax Parish Office	62.00
01/08/2022	DD	MBC - Council Tax Parish Office	72.00
03/08/2022	DD	Information Commissioners Office Annual Data Protection Fee	35.00
			14,498.14

4.2. Bank reconciliation – details were noted.

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

The 'Clerk introduced the item which highlighted outstanding items, of note were Note the JFMC trustees waiting for final documentation – aim to bring to next meeting KCC Youth Day at Surrenden Field , 22<sup>nd</sup> August 2022 was approved.

Councillors to use online banking must get laptops security checked – Mclean, Sharp and McPhee still outstanding

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

**6.1 Transfer of COVID 19 funding to Youth Club** – Cllr Riordan introduced the item and after a debate it was proposed, seconded and agreed unanimously to approve the following resolution;

To transfer £3,927.76 from COVID 19 Fund to Youth Club
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**6.2 Transport for the South East** – Draft Strategic Investment Plan (SIP) for South East England – Consultation Cllr Riordan introduced the item and after a debate it was proposed, seconded and agreed unanimously to approve the following resolution;

To consider draft SIP for South East England and nominate Cllr Hotson to respond on behalf of Staplehurst Parish Council.
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Signed by Chairman.....Date.....

**6.3 Location of SID** – Cllr Riordan introduced the item and after a debate, which included the need to budget for ongoing costs, it was proposed, seconded and agreed unanimously to approve the following resolution;

- To proceed with Mini SID at the proposed locations of
- Marden Road roughly opposite Maxted Close , both directions
  - Headcorn Road junction with Slaney Road, both directions
  - Bathurst Road near Pope Drive, facing south only

**6.4 Office laptop** – The Clerk introduced the item and after a debate it was proposed, seconded and agreed unanimously to approve the following resolution;

- To approve purchase of laptop for the office, £740

**6.5 Production of Annual Report** – The Clerk introduced the item and after a debate, which highlighted changing costs and the need for volunteers to help distribute the Annual Report it was proposed, seconded and agreed by majority with 1 abstention to approve the following resolution

- To approve the expenditure of £975 on the production of the Annual Report 2021/22

**6.6 Jubilee Field Management Committee Pavilion Report** – Cllr Riordan introduced the item and after a vigorous debate it was proposed, seconded and agreed unanimously to;

- To suspend Standing Orders and extend the meeting by ½ hour to allow the for conclusion of the meeting

The debate, included comments from the public, which concluded with the following matters;

- A Bill of Quantities and in due course copy of quotes for the proposed works
- Clarification of capital funding and any payback
- Clarification of the rent, bar opening times and management within the business plan
- Clarification of welfare / safeguarding issues
- Concerns about parking and access to the site
- Sale of alcohol on site and impact on driving - note alcohol already sold on site

It was proposed, seconded and agreed unanimously to approve the amendment to add onto the original resolution;

- ..and matters raised by the Councillors this evening and report back to a future meeting.

It was then proposed, seconded and agreed unanimously to approve following resolution:

- To agree in principle to support the enhancement of the Nigel Best Pavilion, as per Staplehurst Monarchs Football Club presentation, subject to the conditions set out below and matters raised by the Councillors this evening and report back to a future meeting;
- Council obtains written confirmation from MBC that the proposals are acceptable under the terms of the original lease which is carried forward into the sale of the land in 1989
  - Council obtains written confirmation from the Football Foundation that the proposed enhancements to the Nigel Best Pavilion are acceptable and that they will not seek to claw back funding from the original grant – the claw back clause expires 8<sup>th</sup> May 2029
  - Council obtains written confirmation from the Football Foundation that the enhanced pavilion will meet the requirements of both the Football Club usage and the proposed 3g pitch usage – Football Development plan for the site moving forward
  - Copy of Community Investment Company documentation confirming their formation to oversee football on the site

- Council obtains written confirmation from Staplehurst Monarchs FC that there is no financial risk to the Council regarding funding of the proposed enhancements to the Nigel Best Pavilion
- Council obtains written confirmation from Staplehurst Monarchs FC and the benefactor that if for any reason they do not use the Nigel Best Pavilion in the future they will not seek to claw back any of the costs incurred during the proposed enhancements to the Nigel Best Pavilion
- That an ongoing business plan, including management arrangements for the pavilion is provided
- That the proposed works will meet Building Regulations requirements.
- That all appropriate certificates / license will be obtained and kept up to date
- Staplehurst Monarchs FC to cover any increase in insurance premium for the Nigel Best pavilion
- That the use of the refreshment area as a bar will be restricted to match days only or events agreed in advance with the Council.
- The Girls Guides trustees to write to the Council a letter supporting the Staplehurst Monarchs FC proposal for the Nigel Best Pavilion
- We have a partnership approach with open book accounting moving forward
- A Bill of Quantities and in due course copy of quotes for the proposed works
- Clarification of capital funding and any payback
- Clarification of the rent, bar opening times and management within the business plan
- Clarification of welfare / safeguarding issues
- Concerns about parking and access to the site

**6.7 Christmas lights** - Clerk introduced the item and after a debate it was proposed, seconded and agreed unanimously to approve the following resolution:

To agree to proceed with 18 working Christmas lights in 2022

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

7.1 Royal British Legion – Thank you for contribution - Noted

7.2 Tourist, concern about impact of proposed Solar Farm – it was proposed, seconded and agreed that we should contact MBC Heritage Officer regarding the Tar Pit Chimneys

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

8.1. Chairmans Report – Oral report by Cllr Riordan

Cllr Riordan noted the Merit Awards need to be considered.

- Merit Award - looking for this year’s nominations
- Annual report - briefed council & thanked Cllr Castro for his hard work
- KCC Youth Workers events - briefed council on upcoming events
- Playscheme - is up and running
- Communications group - have arranged posters and a "surgery" on 22nd August to try to engage with potential councillors
- KCC S106 Monies - briefed council on a productive meeting re: bus service and potential road traffic improvements, (positive meeting).
- Payback Team - I have contacted them for a meeting to see when we can get the team back to us.
- Sainsbury's Shuttle Bus - I have had contact and awaiting a meeting date
- JFMC – briefed Cllrs on our meeting to progress the 3G project.

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

8.2. Written reports on Committee, Group and Project activities - deferred

**Scenic –**

**Jubilee Field Management Committee –**

**Road Safety Group –**

**Communications Group –**

**Youth Club –**

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

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

**11. Special Motion**

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

11.2. Verbal update on staffing matters was given by the Clerk. It was proposed, seconded and agreed to;

Appointment of Work Nest HR Consultancy up to £500

**Meeting closed 10:00pm**