



# Staplehurst Parish Council Council Minutes 28<sup>th</sup> October 2024

## **Public Forum**

No questions or points were raised

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

Cllr Perry noted a slow month but several issues coming forward in December MBC Full Council meeting. The surgery on Saturday, only point raised was about voter ID – directed to MBC democratic services.

Mayoral duties included a Charity Event for “the Heart of Kent Hospice”

Cllr Riordan raised several points;

- EV Charging points – MBC officer has left; now new contact so will chase up and report back
- Attended some excellent MBC Planning Training
- Waste Contract - seems to have settled down in Staplehurst – but chase up any comments

**Kent County Council's Report** Cllr Parfitt-Reid gave apologies. Youth Club queries answered, any further queries please forward. Currently meeting Marden Parish Council and Coxheath Parish Council soon regarding Pilot Youth Service project.

**Present:** Cllrs Riordan, Perry, Sharp, Mclaughlin, Hotson, Ash, Alesi, Arger, Martin, Pett, Rhodes and Proper Officer.

1. **APOLOGIES:** Cllr Wakeford, Castro and Farragher
2. **COUNCILLOR DECLARATIONS regarding items on the Agenda:**
  - 2.1. Declarations of Lobbying - NA
  - 2.2. Changes to the Register of Interests – Cllr Ash has sold his shares in Redrow
  - 2.3. Interests in Items on the Agenda - NA
  - 2.4. Requests for Dispensation - NA

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

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

Pages 2284 – 2292 7<sup>th</sup> October 2024 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk) to be signed by the Chairman.

Following a debate it was agreed to move the following paragraph before the vote on the amendment – “Cllr Perry felt, as Chairman, that a motion had been put forward and the debate had become repetitive, therefore two Cllrs were unable to put further points forward.”

Cllr Pett felt that the paragraph “There was no vote on the new resolution / substantive resolution” should be removed.

Cllr Sharp, state Council can only correct errors, cannot change this point as no vote took place.

Cllr Pett proposed and Cllr Hotson seconded to remove the line “There was no vote on the new resolution / substantive resolution” agreed Majority: For, 3 against 3, and 5 abstained, Cllr Perry as chairman of the meeting approved.

**The Proper Officer emphasised that this was against his advice**

Cllr Pett proposed and Cllr Ash seconded to approve the minutes of the 7<sup>th</sup> October 2024 – agreed Majority: For 6, against 2 and 3 abstained

## 4. **FINANCE REPORTS & PROPOSALS**

### 4.1 **Payment list**

Cllr Hotson proposed and Cllr Pett seconded to approve payments below – agreed unanimously

<b>Approved Payments 27th September - 23rd October 2024</b>	<b>Amount</b>
P&F Cleaning Services - Bell Lane Toilets Clean/Open/Sun Sep	1,010.00
Joshua Melville - Line Marking Jubilee Field	400.00
Joshua Melville - Strimmer Petrol Jubilee Field	8.11
Poyntell Ltd - JF Padlock Service & 2x Keys	73.20
Choice Support - Village Planter Maintenance September	519.00
Miss C Lucas - Youth Club Cleaning September	80.00
Miss C Lucas - Jubilee Pavilion Cleaning September	60.00
Hugofox Ltd - Silver Subscription October	23.99
Bradley Hawkins - Mowing/Strimming Wimpey Field	225.00
KCPFA - Annual Subscription	20.00
Forestry First Ltd - Hedge Cutting Youth Club	360.00
Forestry First Ltd - Grass Cutting Youth Club	480.00
Forestry First Ltd - Grass Cutting Chestnut Ave/A229	720.00
Business Stream - Waste Water JF Pavilion Jan-Mar '24	51.64
Staff Reimbursement Coffee Parish Office	11.00
Cllr Mel Alesi - Basic Councillor Allowance	575.92
Cllr Jose Castro - Basic Councillor Allowance	575.92
Cllr Ann Martin - Basic Councillor Allowance	575.92
Cllr Adele Sharp - Basic Councillor Allowance	575.92

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

Smartwater Testing - Legionella Testing Youth Club	52.50
Poyntell Ltd - JF Padlock Service x1	25.20
HMRC - Tax & NI September	1,932.62
KALC - Clerks Conference	84.00
Staplehurst PCC - Churchyard Payment 2/2	1,069.30
CSG Global Education Ltd - JF White Line Marking Powder	62.35
Procurement Services - Photocopy Charges June-Sept	73.62
Playplace - Playscheme Deficit 2024	1,124.33
Forestry First - Surrenden Field Annual Hedge Cut	1,752.00
Amazon UK Ltd - Stationery	34.95
County Fire Protection - Emergency Light Replacement JF Pavilion	448.32
Amazon UK - Stationery	12.46
P&F Cleaning Services - Bell Lane Toilets Clean/Open/Sun Oct	1,010.00
Staplehurst Community Centre - Hall Hire Volunteer Evening	88.00
Worknest - HR Support & Advice	675.00
Staplehurst School - Playscheme Hall Hire	1,050.00
Staff Reimbursement Clean UP/Parish Office Refreshments	15.48
Staff Salaries - October	6,394.66
Adobe Systems - Monthly Subscriptions Sept-Oct	19.97
Spar - Milk Parish Office	3.05
Npower - Street Light Energy August	30.51
British Gas - Electricity Parish Office Aug-Sept	29.96
Countrystyle Recycling - Waste Collection August	76.85
KCC - Youth Club Lease Purchase Sept-Dec	212.50
Arron Services Ltd - Hosted Exchange October	271.32
British Gas - Electricity SF Pavilion Aug-Sept	33.78
MBC - Council Tax Parish Office Room 1 October	62.00
MBC - Council Tax Parish Office Room 2-3 October	72.00
MBC - Council Tax Bell Lane Toilets October	100.00
MBC - Council Tax Youth Club October	121.00
British Gas - Electricity JF Pavilion Aug-Sept	399.43
Sage Payroll - October	12.00
Business Stream - Water Charges Bell Lane Toilets Aug-Sep	43.33
Npower - Street Light Energy Nicholson Walk Sept	7.80
Pozitive Energy - Youth Club Electricity Sept	53.00
British Gas Lite - Electricity JF Sewage Pump Sept-Oct	19.39
Lloyds Bank - Charges Aug-Sept	7.00
<b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>	<b>23,825.30</b>

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

Cllr Ash asked about allotment payments – Clerk knows invoices have been sent out and will double check on payments.

#### **4.3 Churchyard agreement contribution**

Following a debate, which emphasised the importance of the Churchyard to local residents, Cllr Riordan proposed and Cllr Sharp seconded to approve the resolution below – agreed unanimously

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

**Resolution:** To consider the Employment, Finance and Strategy Group recommendation to approve the Churchyard agreement contribution of £13,467  
Budget code - Churchyards

Note Cllr Martin and Ash to forward 2025/26 requests regarding Churchyard budget.

#### **4.4 Staplehurst Primary School grant application report**

Following a debate Cllr Arger proposed and Cllr Hotson seconded to approve the resolution below – agreed unanimously

**Resolution:** To consider the Employment, Finance and Strategy Group recommendation to approve a grant of £1,000  
Budget code – Grants and donations

#### **4.5 Christmas Lights**

Following a debate, where the Clerk highlighted that this morning further costs had arisen; £425 for load bearing test and £430 for brackets plus the additional motifs where on offer so 10 motifs had been purchased not 6 this had been approved in consultation with the Chairman and that we would still be under budget.

Cllr Sharp emphasised the importance of this and Cllr Arger emphasised that we need the whole whammy. - The above was agreed and noted

#### **4.6 Surrenden Field mowing / A229 Chestnut Avenue hedge cutting**

Following a debate, Cllr Ash asked to double check the height of the hedge cut (Clerk agreed to check) and Cllr Pett was concerned about the Surrenden Field hedges – this will come back separately. Cllr Riordan proposed and Cllr Ash seconded to approve the resolution below – agreed unanimously

**Resolution:** To agree to on the appointment of  
Landscape Services to cut the Surrenden Field grass - £799.40 plus VAT contractors  
Brad Hawkins £350 to cut the A229 / Chestnut avenue hedge - £350  
Budget code – Surrenden Field / Greens, Trees and Tubs

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

2081/7.1 – Railways Station - 15<sup>th</sup> November 2024 – anyone going contact the Clerk ASAP

22642/4.5 -Skatepark painting, awaiting date – need dry weather

2271/6.2 - Merit Awards nominations – closing date 1<sup>st</sup> November 2024

2067 – Redrow Culvert – Cllr Ash response from MP Katie Lam Redrow now appear to be doing the work required – one road still to be clarified and also doing Landscaping. But need S38 to be signed. Will continue to chase.

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

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

Following a debate report noted

- a) that the Terms and Conditions of the grant offer are sent to Solicitors to double check the Councils obligations and report back to Council.
- b) That the Council's RFO double checks the Councils' VAT position to ensure the Council can claim back VAT and the process for drawing down of grants / S106 funding through the procurement process and report back to Council

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

## 6.2 JFWG report

Following a debate several points were raised;

- What is CIC – Community Interest Company
- Why name change – Better placed to obtain grants
- Why still senior and youth sections – separate committees / accounts and youth section include 6 month review
- Why amendments – SMFC CIC report agreed and indeed suggested some of the amendments
- Maintenance – SMFC CIC to maintain main pitch and surrounds, note clear drains is only the entrances such as grass / mud
- Senior Section – reduce maintenance cost to the Council, increase income and help cover electrical cost – floodlights.
- Senior and Youth Section - clause to stop further amendments
- Clarify membership of JFWG group and voting

Cllrs – Alesi, Arger, Hotson, Mclaughlin, Riordan and Sharp

Girl Guides – Mr Rhodes

SMFC CIC – Mr Paul Bowden-Brown

In addition Lee Seal (SMFC CIC Youth) and Nicola Stonebridge (SMFC CIC Senior) may attend but not vote.

Both Girl Guides and SMFC CIC allowed a substitute.

- Concern about amount of electricity – Note from budget monitoring report shows Electricity in first 6 months projected to be £1,400 and is actually £1,506.31 - £106.31 over budget. The proposed income from SMFC CIC floodlights will help off-set this moving forward.
- Why are residents supporting the football club financially – the precept supports all Council services, including the Jubilee Field which is one of the few services that also generates income.
- Concern about grass cutting and white lining of youth pitches – part of the agreement and the damage to mower is leading to increased costs but still managing to stay on top of the issue.
- Unfortunately warm and wet so grass is still growing and cutting still required.

Cllr Sharp proposed and Cllr Arger seconded to approve the resolution, on block below – agreed Majority: For 10, against 0 and 1 abstained

**Resolution:** To consider the recommendations of the Jubilee Field Working Group

1. Proposed name change to SMFC CIC
2. Proposed amendments to SMFC CIC Senior Section ground hire agreement – as shown in **Appendix A** (£50 per month from 1<sup>st</sup> October 2024 for additional refreshments and electricity at 25.99p per Kwh from opening reading)
3. Proposed amendments to SMFC CIC Youth Section hire agreements – as shown in **Appendix B**
4. That no further amendments will be considered to the hire agreements for 1<sup>st</sup> August 2024 – 31<sup>st</sup> July 2025.

## 6.3 SCEG report

Following a debate a number of points were raised

- Discussions with SCEG to remove their items from the Surrenden Field pavilion have been ongoing for a year

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

- SCEG came to this Council earlier this year (April 2024) to raise concerns that "Staplehurst Community Event Group" are lacking volunteers and they are struggling the May 26<sup>th</sup> Run will be the last event unless more volunteers can be found.
- Since then SCEG have cancelled the Village Fete and this year's Christmas events
- The Council is struggling for storage space for its own items, cannot provide storage space for SCEG or any other community groups
- If we did provide storage space for community groups we would be required to charge at a Commercial Rate
- Keen to continue to reach out and offer support to SCEG but cannot store items indefinitely

Agreed Cllr Sharp to draft letter and also for Scenic to bring forward an report to Council on the proposed new pavilion at Surrenden Field.

#### **6.4 JFWG budget monitoring report**

Following a debate it was highlighted that the JFWG budget after 6 months is performing well, see below

	Projected	Actual	
Expenditure	-£35,337	-£14,285.01	Therefore down on expenditure by £21,051.99
Income	£ 6,848	£7,015.10	Therefore up on income by £167.50
Overall	-£28,489	-£7,269.91	Therefore £21,219 better off than projected

However, aware several potential large bills looming.

The JFWG half year 2024/25 budget monitoring report was noted

#### **6.5 Community Warden Report**

Following a debate it was felt that KCC are having to cut costs and Community Wardens are the latest service to take a hit. Although the KCC proposals are welcome Council concerned about value for money.

Note Marden Parish Council had declined offer from KCC.

Headcorn had issues in the past and have their own Community Warden

Maybe option to "buy in" some time from Headcorn if required.

Cllr Hotson proposed and Cllr McLaughlin seconded to approve the resolution below – agreed unanimously

**Resolution:** to turn down KCC options and review in a year time.

#### **6.7 Staplehurst Emergency Help Team report**

Following a debate the insurance issue was welcomed and everyone is appreciated SEHT for their work – we all look forward to the promotional Video's

To note the report

#### **6.8 ITT document for sport and recreation management of the Jubilee Field, if the 3G multi-Sport pitch is built.**

Following a debate generally felt better to defer the item until Council workshop 6<sup>th</sup> November 2024 – important all attended – and report back to Council.

Cllr Riordan proposed and Cllr Ash seconded to defer item - agreed Majority: For 9, against 0 and 2 abstained

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

## **7 CORRESPONDENCE & PARISH ISSUES NA**

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

#### **8. Chairman's Report**

Cranbrook Rd - New officer on oversee Cranbrook Rd traffic scheme – hopefully report back soon

Defib in Church Green telephone box – actioned soon.

Worknest – need to purchase time in blocks of 5 hours - £565 plus VAT. Clerk agreed in consultation with the Chairman

Merit Award's – reminder closing date 1<sup>st</sup> November 2024

KCC Highways – Recent meetings with new KCC Highways officers – will forward report 14 lamppost to be replaced – not where Christmas motifs are being put

Attended "Joint Transport Committee" – work planned in Staplehurst in 2025/26 Offens Drive and Clapper Lane.

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

8.1.1 Planning Committee minutes of 14<sup>th</sup> October 2024

8.1.2 Road Safety Group meeting minutes 14<sup>th</sup> October 2024 – Headcorn Layby – originally in HIP – then told maintenance issues so reported it – now told cars parking illegally and KCC may report / fine them.

8.1.3 Jubilee Field Working Group meeting to be arranged.

8.1.4 SCEnic next meeting minutes of 22<sup>nd</sup> October 2024 to follow

8.1.5 3G multi-sports pitch working group next meeting to be arranged

8.1.6 Employment, Finance and Strategy Group meeting minutes 17<sup>th</sup> October 2024

8.1.7 NDP Review Group next meeting to be arranged

8.5.8 Communications Group meeting to be arranged

8.5.9 Greener Staplehurst Group minutes 9<sup>th</sup> October 2024

### **9 REPORTS FROM LOCAL COMMUNITY GROUPS - NA**

Headcorn Aerodrome Consultative Committee AGM minutes 9<sup>th</sup> April 2024

Churchyard Liaison Committee meeting notes

## **10 Confidential**

NA

Meeting closed.....9.30am.....

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