

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 3rd February 2020 at 7.45p.m.

PRESENT: Councillors Bowden, Buller, Castro, Chapman, Forward, George, Lain-Rose (until the point indicated in the minutes), Miller, Perry (from the point indicated in the minutes), Sharp, Spearink, Walsh and Riordan who was in the Chair.
Parish Clerk: Mr MJ Westwood

APOLOGIES: Councillors Perry (for late arrival), Rawlinson and Thomas whose reasons for apology were accepted.

COUNCILLOR DECLARATIONS regarding items on the Agenda:

Changes to the Register of Interests – none declared.

Interests in Items on the Agenda – none declared.

Requests for Dispensation – none declared.

Councillors Forward and Riordan stated that they had been lobbied about Chapel Lane street lights.

APPROVAL OF FULL COUNCIL MINUTES: Proposed by Councillor Bowden, seconded by Councillor Forward, minute pages 1808-1810 of 13th January 2020 were APPROVED by Councillors, signed by Chairman Riordan and made available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. Councillor Lain-Rose abstained.

FINANCE REPORTS

- Accounts for payment – for approval. Proposed by Councillor Forward, seconded by Councillor Miller, the listed accounts for payment were APPROVED. Expenditure for the period 11th December to 28th January totalled £28,734.10; income for the period was £102.31. It was NOTED that the expenditure on the notice plates containing lines from poems related to The Parade improvement project and not to the VE Day Commemoration project.

Approved Payments 11th December 2019 - 28th January 2020

	Amount
Land Registry - Land Search Chestnut Avenue	4.00
Cllr Travel Claim	18.00
Parish Office Staff Travel Claim	8.55
Choice Support - Village Planters July	391.62
Choice Support - Village Planters December	391.62
Homeleigh Timber - Top Soil x2 bags The Parade	119.57
Homeleigh Timber - Top Soil x6 bags The Parade	351.50
South East Pat Testing - PEAT Test	50.00
TL Claridge - Wine re Christmas Social	108.00
Sovereign Play - Surrenden Field Play Equipment Inspection	178.80
December Payroll & Pension Costs	5,872.41
Lloyds Bank Charges - December	6.50
Cllr - Travel Claim	12.75
Cllr - Travel Claim	12.45
Homeleigh Timber - Rock Salt x6 Bags	35.93
Golding Homes - Community Warden Dementia Cafe Hall Hire	120.00
The National Allotment Society - Annual Subscription	66.00
GRS Arboricultural Consultants - Annual Tree Survey	300.00

Aylesford Electrical Contractors - Christmas Lights Install	2,210.40
Paxman Printing - Village Update Winter	295.00
Paxman Services (UK) Ltd - Bell Lane Toilets Clean/Open Dec	695.49
Paxman Services (UK) Ltd - Bell Lane Toilet Sundries Dec	28.87
Idea Signs - Printed Poem Quotes for The Parade	151.20
Staplehurst Youth Club - Youth Worker 4th Qtr.	1,000.00
The Wealden Group - Clerk Vacancy Advert	240.00
Alive Network - Deposit re Bagpiper VE Day	70.00
HMRC - Tax & NI Qtr. 3 - Oct/Nov/Dec	6,988.33
Choice Support - Planter Maintenance January	391.62
Lloyds Bank Charges - January	7.15
County Fire Protection - JF Emergency Light Replacement	360.00
KCS - Photocopier Q4 Jan-March	157.55
Hardy Roofing - Galvanised Sheeting re VE Day	192.00
January Payroll & Pension Costs	5,527.02
Cam-tech Security - CCTV Hard Drive Replacement The Parade	737.27
Maclin Pumps Ltd - 2/2 yr. Pump Service	235.20
Brad Hawkins - Wimpey Field Strimming & Hedge Cutting	20.00
Morrisons - Xmas Social Food & Drink	210.80
Community Payback Refreshments - High St & KM312	30.90
Community Payback Refreshments - KM312, Bell Lane Car Park	41.66
Community Payback Refreshments - The Parade, KM312	40.86
Crazy Lady Costumes - Ration Books, ID Cards, Luggage Tags VED	300.00
Community Payback Refreshments - Library, JF Car Park	32.52
Amazon - Plastic Helmets re VE Day	79.00
MBC - Council Tax Room 1 January	61.00
MBC - Council Tax Rooms 2-3 January	71.00
Countrystyle Recycling - Waste Collection November	62.98
Business Stream - Bell Lane Toilets Water Sept-Dec	146.80
E-on - Street Light Energy December	54.77
Countrystyle Recycling - Waste Collection December	62.98
Arron Services - Hosted Exchange Services January	171.00
TOTAL CURRENT ACCOUNT EXPENDITURE	28,721.07
TOTAL PETTY CASH EXPENDITURE	13.03

2. Summation of Accounts – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
3. Chapel Lane Street Lights – Options for discussion and decision. Chairman Riordan introduced discussion of the subject by explaining that although KCC was responsible for most of the streetlighting in the village, the Parish Council had been responsible for the two columns in Chapel Lane. He explained that in 2014, when the Parish Council transferred a number of lights to KCC, the Parish Council had agreed to maintain the two lamps in Chapel Lane until they were no longer fit for purpose, as Chapel Lane did not meet KCC's criteria for deploying streetlighting. He said that independent inspection had identified that the lights were now beyond repair and they had recently ceased to function. The Parish Council had written to addresses in Chapel Lane and the Chairman and Councillor Forward had met residents and users of the lane. Representations had been made, including a petition asking the Parish Council to maintain lighting provision. *Chairman Riordan temporarily closed the meeting to invite contributions from members*

of the public. Five members of the public spoke in favour of retaining streetlighting in Chapel Lane. Councillor Perry joined the meeting. Councillors thanked members of the public for their contributions and recognised the importance of the lighting to the users of amenities in and around Chapel Lane as well as to the residents themselves. Councillors NOTED with thanks that County Councillor Hotson had offered to contribute £2,000 towards the cost of replacing the lights. Councillor Perry said that he would advise how much he could contribute from his borough councillor's grant. Proposed by Chairman Riordan, seconded by Councillor Lain-Rose, it was RESOLVED to: accept the quotation received from Kent Highways to remove the two old lamp columns and replace them with new ones at a cost of £4,307.16 + VAT (to be reduced by grants from County Councillor Hotson and Borough Councillor Perry); allow an additional sum of up to £1,500 to substitute a heritage-style lamp column for the one outside the Providence Chapel.

4. Greener Staplehurst Group – (i) Request for funding (ii) Terms of Reference (for approval). The Clerk explained that the draft terms of reference sought to clarify the status of the Greener Staplehurst Group, as there had been some uncertainty about whether it was a working group of the Parish Council or a community group with Parish Councillor involvement. He said that the status of the group would determine how any Parish Council expenditure on the Group would be treated. Proposed by Councillor Lain-Rose, seconded by Councillor Perry, it was RESOLVED that the Greener Staplehurst Group be considered as a working group of the Parish Council. The Clerk was asked to amend the draft terms of reference accordingly. It was NOTED that the Parish Council's policy on non-councillor members of groups would apply. Proposed by Councillor Forward, seconded by Councillor Lain-Rose, it was RESOLVED to allocate funding of £250 towards Greener Staplehurst Group expenditure, noting that £140 was required in the short-term for signage relating to the Group's projects.
5. Station Road Planters – Proposal to install three planters at Station Road & Market Street junction (for approval). Proposed by Councillor Lain-Rose, seconded by Councillor Buller, it was RESOLVED to APPROVE expenditure of £400 to build and install three planters between the bollards installed by Kent Highways at the Station Road-Market Street junction.
6. Stay Safe Staplehurst – Request for funding of hall hire for event on 18/04/20 (for approval). Proposed by Councillor Spearink, seconded by Councillor Lain-Rose, it was RESOLVED to APPROVE expenditure of £270 on the hire of Village Centre halls for the Stay Safe Staplehurst event.
7. Tools – Proposal to purchase replacement tools for PC and volunteer use (for approval). Proposed by Councillor Riordan, seconded by Councillor Sharp, it was RESOLVED to AUTHORISE expenditure of up to £120 on the acquisition of tools for groundwork and tree/plant works, comprising shovel, forks, rakes, loppers, shears, secateurs, bow saw, trowels and tool bag.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. Maidstone Borough Local Plan – Proposal for public meeting. Councillors felt it was important to share in a live public forum the responses made by the Parish Council and the Neighbourhood Plan Review Group to the Local Plan's Call for Sites, which would help inform residents about the proposals so that they could also comment. Proposed by Councillor Forward, seconded by Councillor Castro, it was RESOLVED to hold a public meeting at 8.00pm in the North Hall on Tuesday 25th February. Councillor Buller said that she would speak to a PowerPoint presentation about the Parish Council's response.
Councillor Lain-Rose left the meeting.
2. Marden Road Speed Limit – Informal consultation on proposed Traffic Regulation Order to extend the 30mph speed limit to a point 17m west of the junction with Pagehurst Road (for comment – deadline 14/02/20). Councillors were supportive of the proposed

- extension and asked the Clerk to convey their support to the consultants carrying out the informal consultation.
3. Parish Council Surgery – (i) Report of surgery 25/01/20 – Councillor Castro reported that he had been asked about S106 funding for Jubilee Field and Village Golf Club, damage to Bell Lane verges, lines in the Parade car park and surface water flooding; (ii) Appointment of representative to attend surgery on 29/02/20. Councillor Chapman volunteered to attend.
 4. Surrenden Field– Request from Staplehurst Community Events Group to use Surrenden Field for events: (i) 5K and 10K Runs & Picnic in the Park – 7th June; (ii) Staplehurst Fete – 27th June; (iii) Funfair – date in July or August t.b.c. Proposed by Councillor Sharp, seconded by Councillor Spearink, it was RESOLVED to AGREE to the requested use of the field.

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

1. Clerk's Report – The Clerk reported that the Parish Office would be undertaking an annual review of the data held about village groups and organisations and would be contacting them about this. He reported that he was chasing up a date for minor repairs of two items in Surrenden play area and that cutting of the eastern hedge would be postponed until the autumn due to the wet ground making heavy vehicles impractical. He said that the Parish Office had reported to Kent Highways blocked drains and a deep pothole around a service cover near the crossroads.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - 2.1. Community Payback – (i) Schedule of work activity – the schedule was NOTED by Councillors who commented that it was a helpful record of all the activity undertaken by the Community Payback team; (ii) Renewal of Parish Council's Community Payback Policy: proposed by Councillor Sharp, seconded by Councillor Miller, the renewal of the policy was APPROVED (published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>); (iii) Renewal of beneficiary agreement with Kent, Surrey & Sussex Community Rehabilitation Company (KSSCRC): proposed by Councillor Castro, seconded by Councillor George, the updated agreement was APPROVED and the Clerk was authorised to sign it on behalf of the Parish Council.
 - 2.2. Communications Group – Report of meeting 23/01/20 – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/communications-group/>. Chairman Riordan asked councillors to inform the Parish Office of any issues they may experience with their e-mail accounts and to respond to Parish Office communications when requested to do so. Councillors AGREED to the proposal that councillors should adopt a standard format for their individual contributions to the Parish Council's annual report. Councillors NOTED that the Group would give further consideration to the drawing up of a PC logo, mission statement and 'welcome flyer' for new residents.
As the meeting had reached two hours in duration, Councillors RESOLVED to suspend standing order 3.24 and extend the meeting for up to fifteen minutes.
 - 2.3. GDPR Policies – Annual review of: (i) Subject Access Request Policy; (ii) Document Retention and Disposal Policy; (iii) CCTV Policy and Code of Practice (for approval). Proposed by Councillor Buller, seconded by Councillor Bowden, it was RESOLVED to APPROVE renewal of the policies which were published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.
 - 2.4. Neighbourhood Plan Review Group – (i) Report of meeting 08/01/20. NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/neighbourhood-plan-review-group/>. Proposed by Councillor Buller, seconded by Councillor Perry, it was RESOLVED to engage FERIA Urbanism to undertake agreed amendments to the Staplehurst Neighbourhood Plan at a cost of £137.50 plus VAT.

- 2.5. Group Memberships – Schedule of Memberships of Parish Council Groups and Village Organisations (for review and comment). Councillors were asked to notify the Parish Office of any amendments to the list that they wished to make.
3. Oral Reports from Committee/Groups/Councillors – for information only.
 - 3.1. Road Safety Group – Councillor Buller reported that Kent Highways had made proposals for measures for improvements to the A229 at the southern gateway to the village (Item 3 of Staplehurst’s Highway Improvement Plan), which would comprise gateway features and a new village nameplate, roundels, rumble strips and dragon’s teeth markings. Proposed by Councillor Buller, seconded by Councillor Bowden, it was RESOLVED to support the measures.
 - 3.2. Greener Staplehurst Group – Councillor George reported that he had met a representative of Kent Highways to discuss tree planting and that Kent Highways had agreed to plant more trees on the strip of grass on the south side of Marden Road, opposite the junction with North Down. He said that other sites were also being considered. Councillor George reported that he was liaising with the Horticultural Society which was coordinating a ‘Village in Bloom’ competition entry.

REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS for noting: -

1. Borough Councillor’s Report – Councillor Perry reported that he would be attending a briefing for borough councillors about the Local Plan Review on 4th February. He said that he and fellow group leaders, together with Helen Grant MP, had signed a letter to the Secretary of State for Housing, Communities and Local Government. The letter expressed concern about the increased housing numbers that the Council was required to accommodate within its Local Plan Review. He reported that the MBC portion of council tax would increase by 2% in 2020-21.

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

1. Staplehurst Emergency Help Team – Report of meeting 15/01/20. NOTED By Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/emergency-help-team/>.
2. Staplehurst Patient Participation Group – Report of meeting 22/01/20. NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/staplehurst-health-centre/>.

URGENT MATTERS (at Chairman’s discretion, information only items for noting or for decision at a future meeting)
None.

Chairman.....

PUBLIC FORUM: Before the meeting, residents spoke about the following topics: surface water flooding of areas near the Dickens Gate development; the work of the Road Safety Group; a question about when the AGM of the Staplehurst Village Centre would take place; the capacity of existing infrastructure and contributions of current and future development. After the meeting a resident spoke about the poor condition of the A229 south of the village (blocked gullies and potholes and litter on the verges).

Proceedings finished at 10.00pm.