

STAPLEHURST PARISH COUNCIL

COUNCIL MINUTES

22ND APRIL 2024

Public Forum

Two residents thanked the Councillors for all their hard work in the past year.

Borough Councillor's Report (Standing Item):

Cllr Perry raised the issue of delayed bin collection and apologised for the inconvenience, there are a number of issues –

1. Some technical issues
2. Redesigned trucks
3. Some crews new and some new routes
4. Some smaller vehicles to access small roads – should be better
5. Collection rates are improving and will get back to acceptable levels in the near future
6. Some catching up still to do

Cllr Perry praised Cllr Riordan for getting MBC to do the Parade Brickwork, which looks excellent

County Councillor's Report (Standing item):

Apologise – attending Sutton Chart APM

Present: Cllrs Perry, Eerdekenes, Arger, Sharp, Castro, Mclaughlin, Ash, Hotson, Farragher, Alesi, Martin and Pett

1. APOLOGIES: Cllr Mclean and Riordan

Absent Ahmed

As Cllr Riordan was not present, Cllr Perry Chaired the meeting

2. COUNCILLOR DECLARATIONS regarding items on the Agenda:

- 2.1. Declarations of Lobbying - NA
- 2.2. Changes to the Register of Interests - NA
- 2.3. Interests in Items on the Agenda - NA
- 2.4. Requests for Dispensation - NA

3. APPROVAL OF FULL COUNCIL MINUTES:

Pages 2210 – 2215 2nd April 2024 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)) Cllr Arger proposed and Cllr Eerdekenes seconded to approve the minutes with a minor amendment (to instead of tom) – agreed by majority For 11, Against 0, Abstained 2

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4. **FINANCE REPORTS & PROPOSALS**

4.1 **Payment list**

Cllr Eerdekens proposed and Cllr Arger seconded to approve the payment list below – agreed unanimously

<u>Approved Payments 26th March - 31st March 2024</u>	Amount
Castle Water - Youth Club Water February	9.46
Choice Support - Planter Maintenance March	410.80
Commercial Services Trading - Surrenden Field Mowing Oct-Dec	99.17
KCS Procurement - Photocopier Rental Apr-Jun	105.98
Royal Mail - Postage Residents Survey	71.40
Npower - Street Light Energy February	124.69
British Gas Lite - Parish Office Electricity Feb-Mar	177.00
Countrystyle Recycling - Waste Collection February	96.06
British Gas Lite - Bell Lane Toilet Electricity Feb-Mar	31.42
British Gas Lite - Surrenden pavilion Electricity Feb-Mar	32.33
	1158.31

TOTAL PETTY CASH EXPENDITURE

0.00

4.2 **Summation and Balance sheet – noted**

Clerk noted that the -£24,993 (amended -£29,491.60) is accruals which will be carried forward into 2024/25 budget – i.e. Parish Noticeboard, ordered, in place but invoiced after 31st March 2024 or Bid Consultant - part paid, remaining payment accrued into 2024/25.

4.3 **Contracts for approval**

Following a debate, the Clerk was asked to clarify. Do we get a refund Council Tax Relief for the Youth Club being closed? Why only one building with Council Tax Relief? Cllr Perry proposed and Cllr Alesi seconded to approve the resolution below, subject to clarifications above agreed unanimously

Resolution: To approve the contract fees below

Online Graphic design – Canva Pro - £99.99
 Website SLL Cert / Support – Hugo Fox - £33.33
 Subscription – KALC - £1,865.00
 Council Tax – Parish Room 1 – MBC - £623.75
 Council Tax – Parish Rooms 2/3 – MBC - £723.55
 Council Tax – Youth Club – MBC - £1,210.08
 Council Tax – Bell Lane – MBC - £998.00
 Internet security - Norton Internet Security - £175.00
 Payroll - Sage payroll - £96.00
 Subscription – Zoom video communications - £129.90
 Virtual Phone number (SEHT) – Telecoms World - £143.88

Budget code various

4.4 **NDP Review work programme 2024/25**

Following a debate, which highlighted the importance of an updated Staplehurst Neighbourhood Development Plan, that it can strengthen the Planning Policies for

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Staplehurst, that it is a five year plan so maybe set funding aside annually to build up a "sinking fund" and seek alternative funding

Cllr Perry proposed and Cllr Arger seconded to approve the resolution below, agreed unanimously

Resolution: To approve the recommendation of the NDP Review Group;

- i. NDP Review programme for 2024/25 attached in Appendix A of this report
- ii. To extend the contract of the Planning Consultant to support the NDR Review Group, at a cost of £11,520.00 +VAT, Appendix B
- iii. A public consultation budget of £500 plus VAT

Budget Code – NDPR Group

4.5 Jubilee Field – Origin Amenity Solutions

Following a debate, Cllr Eerdeken proposed and Cllr Alesi seconded to approve the resolution below, agreed unanimously

Resolution: Payment of Origin Amenity solutions £147.40, invoice attached

Budget Code – Jubilee Field

4.6 Jubilee Field fees – April – July 2024

Following a debate, Cllr Ash proposed and Cllr Alesi seconded to approve the resolution below, agreed unanimously

Resolution: To approve the following;

- i. Staplehurst Monarchs FC – April – July 2024 - £488.90 per month
- ii. Staplehurst Monarchs YFC – April – July 2024 - £575.19 per month

Budget Code – Jubilee Field

4.7 Jubilee Field – SMFC Development and Club House Proposal

Following a debate, summarised the key points below;

- The Planning Committee would consider any planning application and make recommendations to MBC Planning Committee, at this meeting we need to consider the item as the landlord.
- Not enough detail, i.e. dimension of clubhouse, details of connections to services,
- Any income from lease – to Council
- Confirm times of use / licensing etc
- Break clause – say after 2 years and 7 years in 10 year lease
- SMFC provide "Bond" to cover costs if SMFC dissolve
- Land agent value the site rather than 5% of profit
- Building specification details required
- SMFC provide car parking for extra their usage, apart from 3G usage
- Seeking planning permission for clubhouse, covered accommodation for a further 50 standing and 50 seating plus a concrete path and pitch barrier at the far end of the pitch

Cllr Perry closed the meeting to allow a resident to speak

SMFC are seeking ten years due to the FA grant requirements, seeking planning permissions in one go rather than come back again, need facilities if promoted by March 2025 but need to do work before pitches get to wet.

Cllr Perry reopened meeting

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Cllr Eerdeken's proposed and Cllr Arger the following motion;
 "Agree to SMFC to proceed with planning application for clubhouse, covered accommodation for a further 50 standing and 50 seating plus a concrete path and pitch barrier at the far end of the pitch and initiate negotiations with SMFC on the lease arrangements"
 Agreed unanimously

Cllr Eerdeken's proposed and Cllr Arger the resolution below – agreed unanimously

Resolution: Agree to SMFC to proceed with planning application for clubhouse, covered accommodation for a further 50 standing and 50 seating plus a concrete path and pitch barrier at the far end of the pitch and initiate negotiations with SMFC on the lease arrangements

5 CLERKS REPORT ON OUTSTANDING MATTERS

Clerk raised several points;

- 2182/6.4 - Youth Club, work nearly finished aiming to open Monday 29th April 2024
- 2181/4.4 - Allotments – tarmac strip completed and take on legal ownership, then install water troughs contact waiting list and write to neighbours
- 2182/ 6.3 - Resident Survey nearly complete – huge thanks to Cllr Arger for her efforts inputting the hand written responses into the online system so we can have one report
- 2199/5 - Still chasing bus usage data
- 2067/PF - Cllr Ash highlighted the issue of the Culverts on the Redrow development – either developers responsibility, if still not handed over to KCC, or KCC responsibility

Cllr Hotson asked Cllr Perry to chase up the Electric Vehicle Charging points – 2267/PF

Cllr Perry to chase up Pothole blitz, - 2203/PF

6 PROPOSALS FOR DISCUSSION and DECISION

6.1 Standing item – 3G Multi-Sport pitch update

The Clerk introduced the item in the absence of Cllr Riordan and following a debate, which highlighted the options

- a) Path between Girl Guides Centre and Football pitch to join 3m path to 3G Multi-Sport pitch
- b) Path in front of Girl Guides Centre – desire line - to join 3m path to 3G Multi-Sport pitch
- c) Path near hedge line to join 3m path to 3G Multi-Sport pitch

Cllr Sharp proposed and Cllr Ash seconded to approve the resolution below, agreed majority For 11 Against 1 Abstained 1

Resolution: to approve;

- i. 1.2m pedestrian footpath from the pavilion to the 3G pitch to go just in front of the Girl Guides Centre, avoiding drainage, to join up with the main access (3m wide) path from the car park to the 3G pitch

Following a debate on Biodiversity Net Gain Cllr Ash proposed and Cllr Eerdeken's seconded to approve the resolution below, agreed majority unanimously

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Resolution: to approve

- i. Biodiversity Net Gain – increase planting of native hedgerow / trees along north boundary and east boundary of the site
- ii. If required consider off site locations within the Parish

6.2 KCC response regarding Hawkenbury Bridge

Following a debate, which highlighted that KCC consider solutions too costly and the cold fact that more serious accidents need happen on the dangerous bridge it was agreed that the Road Safety Group would draft a response to come back to Council.

6.3 To consider appointing a Land Agent for the Jubilee Field

The Clerk introduced the item in the absence of Cllr Riordan, and following a debate, which highlighted a number of key points

- The correct thing for a landlord to do is to get the lease valued – which the Council has not done before
- The cost of the work can not be confirmed until the main points of the lease are agreed by Council (Heads of Terms)
- Should we “spend the public’s money” to get a valuation for two local groups – Girl Guides and SMFC?
- Would we charge fully the valuation to two local groups?
- Shouldn’t we be transparent – obtain the “value” and then charge a lease rental fee, if less than the value illustrates how we support local groups
- Not all residents are members of Girl Guides and Football Club
- Do we need to obtain a value for the whole site if the management is going out to a contractor – No, the contract tendering process includes a “licence to occupy” as part of the contract, the contract specification will then provide the fee / costs

Cllr Pett proposed and Cllr Hotson seconded to approve the resolution below, agreed majority For 8 Against 4 Abstained 0

Resolution: to approve

- i. Appoint a land agent to advise Council on lease/rental costs for a commercial land rent
- ii. Advise land agent and solicitor of proposed changes in order to provide council with information prior to finalising any lease.

Cllrs Mclaughlin, Arger asked to be noted as voting against.

Cllr Perry proposed and Cllr Ager seconded to suspend Standing orders and extend the meeting for up to 15 minutes – Agreed majority 12 for, 0 against and 1 abstained

7 CORRESPONDENCE & PARISH ISSUES for decision or noting:

Live and Learn Locally – Cllr Martin aiming to attend meeting
Resident Letter

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

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

- 8.1 Chairman’s Report - NA
- 8.2 Committee and working group minutes for noting
 - 8.2.1 Planning Committee minutes of 8th April 2024 to follow
 - 8.2.2 Road Safety Group meeting to be confirmed
 - 8.2.3 SCEnic next meeting 1st May 2024
 - 8.2.4 Communications Group minutes meeting 9th April 2024 cancelled – Cllr Castro emphasised the need for articles / photos for the Annual report by 3rd May 2024.
 - 8.2.5 3G multi-sports pitch working group meeting minutes 11th April 2024 to follow
 - 8.2.6 NDP Review Group minutes 28st March 2024
 - 8.2.7 Employment, Finance and Strategy Group next meeting 29th April 2024 to follow
 - 8.2.8 Jubilee Field Working Group meeting minutes 15th April 2024 – Cllr Pett asked what pump – the waste pump station and been locked and need a new lock
 - 8.2.9 Greener Staplehurst Group meeting minutes of the 21st March 2024 to follow

9 REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting) - No items

10 URGENT MATTERS - NA

11 SPECIAL MOTION & REPORT- NA

12 CONFIDENTIAL

Council briefly discussed minute 12.1 Cranbrook Road Speed Calming from the previous meeting

Meeting closed.....9.35pm.....

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