

# STAPLEHURST PARISH COUNCIL

## COUNCIL MEETING

### 3<sup>RD</sup> JUNE 2024

## MINUTES

### **Public Forum**

Residents raised a number of issues

1. Note that a caravan has appeared to the west of the A229 near the Knoxbridge Pub and is putting down hard standing. If we allow one to be established we will have a plethora of them – request the MBC Cllrs object to a planning application – Noted, but we think the area is in TWBC – will double check and liaise with TWBC.
2. Thanked the Council for sorting out the Youth Club – glad to be back

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

Cllr Perry raised a number of points;

- Cllr Perry is now the "Mayor of Maidstone" and will not be on any MBC Committees.
- Note a new leadership group (Greens and Lib Dems) new leader and new Cabinet (4 Greens and 4 Lib Dems)
- Cllr Riordan is on the MBC Planning Committee

Cllr Riordan raised a number of points

- Congratulated the new Mayor and Mayoress.
- Waste collection – in Staplehurst things appear to have been resolved – Cllr Riordan then read a "missive" from the MBC Director explaining the background and actions taken to move forward.
- Cllr Riordan thanked all the MBC staff who have been working hard to resolve matters
- Chasing up EV charging in Staplehurst and Pot hole "Blitz"

Cllr Hotson felt that the KCC Councillor should send a report at least, but preferable attend – Cllr Arger supported this. - Cllr Riordan is meeting Cllr Parfitt-Reid tomorrow, will discuss

Cllr Pett asked about litter picking – the Station and Parade are privately owned with public access – MBC as the Litter Authority should be issuing notices – Cllr Riordan to chase up

Cllr Hotson asked about 3G Multi-Sport pitch planning application – note, that the Parish Council have **not** held up the planning application.

Cllr Hotson looks forward to Cllr Riordan's "Council Video report" in July 2024

**Present:** Cllr Riordan, Perry, Hotson, Martin, Alesi, Arger, Ash, Pett, Sharp and Castro plus the Clerk.

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

1. **APOLOGIES:** Cllr Mclaughlin
2. **COUNCILLOR DECLARATIONS regarding items on the Agenda: (5 minutes)**
  - 2.1. Declarations of Lobbying - NA
  - 2.2. Changes to the Register of Interests - NA
  - 2.3. Interests in Items on the Agenda - Cllrs Sharp and Hotson item 6.3 as they are Trustees of the Staplehurst Community Centre Trust
  - 2.4. Requests for Dispensation Cllrs Sharp and Hotson requested dispensations to speak and vote on item 6.3 – it was agreed in favour to allow them to speak and vote – 5 for, 3 Against and 2 Abstained

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

Pages 2216– 2221 of 22<sup>nd</sup> April 2024 and Pages 2232 – 2234 of 20<sup>th</sup> May 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 Hotson seconded to approve the minutes of the 22<sup>nd</sup> April 2024, Agreed by majority 9 for, 0 against and 1 Abstained. Duly signed by the Vice Chairman as the Chairman was not present at the meeting.

Cllr Arger proposed and Cllr Pett seconded to approve the minutes with a minor amendment “main pitch” of the 20<sup>th</sup> May 2024, Agreed by majority 9 for, 0 against and 1 Abstained. Duly signed by the Chairman.

4. **FINANCE REPORTS & PROPOSALS**

4.1 **Payment list**

Cllr Hotson proposed and Cllr Martin seconded to approve the payment list below , Agreed unanimously

| <b><u>Approved Payments 8th May - 29th May 2024</u></b>      | <b><u>Amount</u></b> |
|--|----------------------|
| Staff Reimbursement - Office Sundries                        | 9.30                 |
| All Saints PCC - Parish Magazine Annual Donation             | 200.00               |
| Community Centre for Debt Advice - Annual Donation           | 200.00               |
| Heart of Kent Hospice - Annual Donation                      | 200.00               |
| KSSAA - Annual Donation                                      | 200.00               |
| Kenward Trust - Annual Donation                              | 100.00               |
| Staplehurst Men's Shed - Clean-up Donation                   | 50.00                |
| Staplehurst Nurseries Ltd - Plants GSG                       | 134.98               |
| KALC - Annual Subscription 2024-25                           | 2,118.00             |
| WKPS - Annual Subscription 2024-25                           | 35.00                |
| Maclin Pumps - Youth Club Pump Service                       | 222.00               |
| Maclin Pumps - Jubilee Field Pump Service                    | 318.00               |
| Homeleigh Timber - Strimmer Line Caretaker                   | 3.59                 |
| HMRC - Tax & NI April  | 1,929.42             |
| SLCC - Staff Training  | 42.00                |
| Iden Business Services Ltd - Internal Auditor fees to Mar 24 | 400.00               |

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

|  |                  |
|--|------------------|
| GDPR-info Ltd - DPO Support Services                         | 350.00           |
| Staplehurst Community Centre - Office Lease Apr-Aug          | 1,750.00         |
| Castle Water - Youth Club Water April                        | 1.57             |
| P&F Cleaning Services - Bell Lane Toilets Clean/Open/Sun May | 1,010.00         |
| Dean Fuller - Jubilee Field Mowing April                     | 440.00           |
| JBPH Contractors Ltd - Allotment Water Troughs               | 1,177.75         |
| Payroll & Pension Costs - May                                | 7,267.25         |
| Amazon UK – Stationery                                       | 19.00            |
| KCS Education - Stationery                                   | 56.36            |
| Homeleigh Timber - DoorStop & Bolt                           | 4.46             |
| Miss C Lucas - Youth Club Cleaning                           | 80.00            |
| Sainsbury's - Office Sundries                                | 7.00             |
| Adobe Systems - Monthly Subscription May-June                | 19.97            |
| Pozitive Energy - Electricity Youth Club April               | 3.52             |
| Business Stream - Bell Lane Toilet Water Mar-Apr             | 38.27            |
| British Gas Lite - Sewage Pump Electricity Jubilee Field     | 16.80            |
| BT - Broadband & Phone Charges May-July                      | 235.15           |
| Telecoms World - Virtual Phone No. SEHT                      | 14.39            |
| Npower - Street Lighting Energy April                        | 34.36            |
| British Gas Lite - Parish Office Apr-May                     | 152.98           |
| Lloyds Bank - Charges May                                    | 7.00             |
| <b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>                     | <b>18,848.12</b> |
| <b>TOTAL PETTY CASH EXPENDITURE</b>                          | <b>0.00</b>      |

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

#### **4.3 Contracts list for quarter one**

Cllr Riordan proposed and Cllr Pett seconded to approve the resolution below, Agreed unanimously

**Resolution:** to approve the following  
 Unmetered electric supply – Christmas Lights – Npower – Est £55.00  
 Music licence Youth Club – PPL PRS Ltd – Est £340.00  
 Premises licence Jubilee Field – Sevenoaks District Council £180.00  
 Data protection licence – ICO Data Protection Registration - £35.00  
 Licence to erect Christmas Motifs – KCC Highways – Est £45.00  
 Sage Account software – Sage – Est £300.00  
 Budget codes various

#### **4.4 Internal Audit Report 2023/24 – NOTED**

Note Employment, Finance and Strategy Group considered the Internal Audit Report 2023/24 at their meeting of the 21<sup>st</sup> May 2024. It was an excellent report and no further actions are required. In addition they wish to put on record their appreciation of the Deputy Clerk / RFO for all her hard work.

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

#### **4.5 BEAMS Grant application**

Cllr Hotson proposed and Cllr Sharp seconded to approve the resolution below, Agreed unanimously.

**Resolution:** To consider the recommendation of the Employment, Finance and Strategy Group to offer BEAMS £250 grant from S137 funding

Budget Code Donations and Grants

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

Note under section 4. 1 Financial Regulations, in consultation with Chairman and RFO – agreed to place order to supply and fit a replacement water heater in kitchen for £180 remove the other water heaters in 3 x toilets and terminate the pipes x3 = £90. Total £270 plus VAT in the Youth Club – Council agreed.

Still chasing KCC Youth Services regarding KCC Youth Workers support Staplehurst Youth Club – meeting tomorrow.

Parish allotments starting to contact people on waiting list.

Yellow Lines – ongoing enquirers, in simple terms KCC Highways will not install yellow lines unless deemed a safety issue. Suggested RSG do a comprehensive report on Yellow lines in the village.

Railway station submitted comments – will chase up further action.

Greener Group purchased plants £49.44 plus VAT. Council agreed, but at next Greener Group meeting bring forward a report on "What they want to spend their 2024/25 budget on and orders for seeds to Growing Concern for planting early 2025 for plants in spring 2025.

Insurance - insurance for the D-Day Commemoration event on 6<sup>th</sup> June 2024 and SETH is to be added to Parish Council insurance. Council agreed

The NDP group are finalising the Public Consultation on the revised NDP– maps / room hire etc – and we have agreed to spend up to £500 from the £5,000 budget.

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

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

In the debate Cllr Hotson raised concerns about the attendance at the 3G Multi-Sport working group and that this is the biggest project the Council is doing – so much information is required, Insurance, Fees etc. Cllr Riordan welcomed all comments on what needs to be included in the contract specification. Cllr Riordan proposed and Cllr Arger seconded to approve the resolution below, Agreed by majority 8 for, 1 against and 1 Abstained.

**Resolution:** to

- a) Commence the Expression of Interest – stage one of the tendering process for the management contract of the Jubilee Field, if the 3G Multi-Sport pitch is built
- b) Add a representative of Hawkhurst Utd FC to the 3G Multi-Sport working group

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

Note, Cllr Hotson was not opposed to Hawkhurst Utd FC joining the Working Group.

## **6.2 More effective Parish Council working groups**

In the debate Cllr Pett supported more effective working groups but where is the overall vision / direction of the Council. The Clerk explained that the Cllr workshop on the residents survey (item h) is aimed at clarifying the vision / overall direction of the Council and report back to Council.

Cllr Castro asked will Group reports come forward – yes subject to office checking the legal / policy / finance issues

Cllr Martin, felt the report aimed at a more focused, uniform approach

Cllr Riordan proposed and Cllr Martin seconded to approve the resolution below, Agreed by majority 8 for, 1 against and 1 Abstained.

**Resolution:** To consider the Employment, Finance and Strategy Group recommendation to try and support working groups to be more effective

- a) each group should have a chairman and note taker – trying to chair meetings and take effective notes is challenging
- b) each group should have a working group action plan – see example attached **appendix A** of this report
- c) Standard agendas
  - Present
  - Apologise
  - Declaration of interest
  - Minutes of previous meeting
  - Action plan update – with focus on delivery
  - Matters for discussion – if an item is agreed, add to the action plan to keep focus on delivery
- d) Project Champions – one of the best ways of moving projects forward is to have a Champion – i.e. a Champion for the Allotments, a champion for the Surrenden Field pavilion etc. They can focus on delivery or reporting.
- e) Reports to Council – as working groups can only make recommendations Cllrs should send through reports, a standard report attached in **appendix B**, of this report. Timing is important.  
If the council meeting is Monday 20<sup>th</sup>, The office sends out agenda packs reports on the Wednesday before (Wednesday 15<sup>th</sup>) Therefore the office needs the Cllr reports by Friday 10<sup>th</sup> – thus enabling the office to clarify any issues on the Monday / Tuesday before publication on the Wednesday.
- f) Set meeting dates – This would help groups, obviously meetings get cancelled or rearranged so it will also help in rearranging meetings and also Cllrs are involved in other groups help to avoid clashes, as set out below

|                | <b>Week 1</b>   | <b>Week 2</b> | <b>Week 3</b> | <b>Week 4</b> |
|----------------|---|---------------|---------------|---------------|
| <b>Monday</b>  | <b>Council / Planning / JFWG rolling 3 week cycle</b> |               |               |               |
|                |   |               |               |               |
| <b>Tuesday</b> |   |               |               |               |

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

|                  |                            |  |                                |   |
|------------------|----------------------------|--|--------------------------------|---|
|                  |                            |  |                                |   |
| <b>Wednesday</b> | <b>SCEnic -<br/>7:30pm</b> |  | <b>Coms Group<br/>– 7;30pm</b> |   |
|                  |                            |  |                                |   |
| <b>Thursday</b>  | <b>RSG –<br/>7:30pm</b>    |  | <b>EFS Group –<br/>1:30pm</b>  | <b>3G Multi-<br/>Sport Group<br/>– 7:30pm</b> |
|                  |                            |  | <b>NDP Review<br/>7:00pm</b>   |   |

- g) IT Review – a workshop with the Communications Group to firm up project plan to deliver the IT review
- h) Residents Survey – Cllr workshop to discuss the results and clarify which working group leads on which action.
- i) Option of using Youth Club as a venue
- j) Standing Orders and Financial Regulations – all working groups need to follow the Councils Standing Orders and Financial Regulations

### **6.3 BT Telephone contract / meeting room**

In the debate several points were noted;

Council should retain the BT contract

Acoustics' are better in the school hall

The costs are similar and many Parish Council's meetings take place in schools.

The offer from the Trust to take over the BT contract would mean the council would have to pay off the remainder of their contract and then pay the Trust a monthly fee

**Cllr Riordan closed the meeting**

A member of the Trust said, the Trust proposed to take on the contract, the Parish Council pay half the cost moving forward and retain the phone number. The public access would be via a separate guest password. Similar to a hotel.

**Cllr Riordan re-opened the meeting**

Cllr Riordan proposed and Cllr Pett seconded to approve the resolution below, Agreed by majority 5 for, 4 against and 1 Abstained.

**Resolution:** to consider the Employment, Finance and Strategy Group recommendation to retain the Parish Council BT Contract and hire Staplehurst Primary School for Parish Council and Planning Committee meetings

### **6.4 Sorcha Skate School**

Cllr Ash emphasised that having met them he felt they would be excellent working with young people. Cllr Castro proposed and Cllr Riordan seconded to approve the resolution below, Agreed by majority 9 for, 0 against and 1 Abstained.

**Resolution:** To consider the Jubilee Field Working Group recommendation to work in partnership with Sorcha Skate School for a trial period of summer 2024

- i. Regular sessions

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

- |      |                             |
|------|-----------------------------|
| ii.  | Tuition                     |
| iii. | Consultation events         |
| iv.  | Subject to necessary checks |

### **6.5 Co-option of Councillors**

Following a debate, it was suggested to add a question into the application form about "which working group would you be interested in joining?" Also to make the poster more attractive.

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

**Resolution:** To approve a programme to advertise for potential candidates;

- Meet Cllrs for an informal chat about the role and their interests
- Attended a monthly surgery for a chat
- Posters, website and social media
- A draft poster is attached in appendix A.
- Candidates complete the application form appendix B

Cllr Castro suggested that the Communications Group develop future booklet / information for potential new Cllrs.

### **6.6 Jubilee Field Working Group report**

Following a debate, there was general support for the issues but concern's was raised regarding the cleaning of the pavilion. Why are the Council paying SMFC to clean up the mess they have created? Surely the hire agreement should mean SMFC clean up after themselves. We clean up and charge them?

The Clerk explained that we have inherited this agreement from the JFMC Trust, but the proposed new agreement from 1<sup>st</sup> August 2024 has cleaning in it and deposit. Important that JFWG confirm this at their next meeting.

Cllr Pett proposed and Cllr Sharp seconded a motion

"Pavilion cleaning - To pay SMFC £125 per month to clean the Jubilee Field Pavilion from 1<sup>st</sup> April 2024 to 31<sup>st</sup> July 2024" agreed unanimously

Cllr Riordan proposed and Cllr Pett seconded to approve the resolution below, Agreed by unanimously

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

1. External drain cover £10
2. Replacement x 4 heavy duty float switches- appoint Maclin £480 + VAT
3. Changing room lights – appoint Cartel £394 + VAT
4. Summer Deep Clean - Kitchen done at the pavilion. Cost £480. Recommendation from JFWG to contribute 50% £240. We get the benefit of Hygiene Certificate.
5. Pavilion cleaning - To pay SMFC £125 per month to clean the Jubilee Field Pavilion from 1<sup>st</sup> April 2024 to 31<sup>st</sup> July 2024"

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

**6.7 HR Panel**

Cllr Arger proposed and Cllr Ash seconded to approve the resolution below, Agreed unanimously

**Resolution:** Agreement for HR panel to support staff and provide best practice within the working environment.

**7 CORRESPONDENCE & PARISH ISSUES – NOTED**

KSS Air Ambulance  
Heart of Kent Hospice  
Kenward Trust

**8 PARISH COUNCIL REPORTS (from Committee/Groups/Office on specific issues or as regular update)**8.5 Chairman's Report

- Reminder about the D-Day commemoration event – 6<sup>th</sup> June 2024 at Surrenden Field, commencing at 8:30pm
- Youth Club glad it is back open – meeting KCC regarding Youth Service support.
- Note Bridge Club decided to stay where they are.
- Greener Group have done some excellent work – meeting tomorrow evening need to report back on projects this coming year and proposal for seeds in early 2025 for Growing Concern to plant and provide plants in 2025.
- We Have "Beat Cops Surgery" Friday 7<sup>th</sup> June 2025, 11am at Kin Coffee
- Sainsbury shuttle bus – on average 5 users – "if we do not use it, we will lose it"
- Cllr Castro asked about chasing up the community pay back as their work in the village is missed. – Cllr Riordan to Chase up.

8.6 Committee and working group minutes for noting8.6.1 Planning Committee minutes of 29<sup>th</sup> April 2024, 20<sup>th</sup> May 2024.

8.6.2 Road Safety Group meeting to be confirmed

8.6.3 Jubilee Field Working Group minute 22<sup>nd</sup> May 2024.

"Plaining"

Cllr Riordan asked have SMFC taken on board the planning issues raised by Council on the 20<sup>th</sup> April 2024. Cllr Sharp noted that both her and Cllr Hotson have chased this and asked for more detail but we have not received information back. Understand they have submitted a planning application but not on MBC Planning portal yet.

8.6.4 SCEnic minutes of meeting 1<sup>st</sup> May 2024 – "valiant"8.6.5 3G multi-sports pitch working group minutes 9<sup>th</sup> May 2024 and 14<sup>th</sup> May 2024 – "double check"8.6.6 Finance and Strategy Group meeting 29<sup>th</sup> April 20248.6.7 NDP review minutes of meeting 25<sup>th</sup> April 20248.6.8 Greener Staplehurst Group minutes 21<sup>st</sup> March 2024 to follow**9 REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting) - No item****10 Confidential**Employment minutes 7<sup>th</sup> May 2024 – noted

**These minutes are not verbatim, but the decisions are accurate.  
Meeting closed 9.30pm**

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