

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
 South Hall, Village Centre
 Monday 4th April 2022 at 7.30p.m.

PRESENT:

Councillors Buller, Castro, Clifton, Lain-Rose, Hotson, McLaughlin, McLean, McPhee, Perry, Sharp, Skinner, Riordan who was in the Chair and Parish Clerk, Miss A Smith.

1. APOLOGIES:

Apologies were received and noted from Councillor Bowden and Councillor Spearink for health reasons.

2. COUNCILLOR DECLARATIONS regarding items on the agenda:

2.1. Declarations of Changes to the Register of Interests – None declared.

2.2. Declarations of Interest in Items on the Agenda – None declared.

2.3. Requests for Dispensation. None requested.

3. APPROVAL OF FULL COUNCIL MINUTES

3.1. Pages 1983 – 1986 of 14th March 2022 available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. It was RESOLVED to APPROVE the minutes which were signed by Councillor Riordan.

7. REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS

The Chairman closed the meeting temporarily to allow the next item.

7.2. County Councillors Report

Councillor Parfitt-Reid congratulated the Parish Council on their collection of essential items for the Ukraine crisis. She updated Councillors on some of the response that the County Council is putting in place, including ensuring that all refugee children are placed into schools as close as possible to enable them to recommence their education quickly. She also confirmed that KCC Highways had now agreed some new measures to make the Hawkenbury Bridge safer, and that she had worked with Highways to restore the correct sequencing at the Cuckolds Crossroads. She advised that she had raised concerns regarding the state of Pagehurst Road with KCC Highways and was investigating what can be done. Councillor Parfitt-Reid gave a brief report on the meeting held with Arriva regarding the service issues of the No. 5 bus route. She also gave a brief report on the various financial support she had been able to give to both the Parish Council and local groups in Staplehurst.

The Chairman reopened the meeting.

4. FINANCE REPORTS & PROPOSALS

4.1. Accounts for Payment – for approval.

It was RESOLVED that the listed accounts for payment were APPROVED. Expenditure for the period 9th March 2022 to 29th March 2022 totalled £15,426.49; income for the period totalled £2,790.93.

Chairman's initials

Approved Payments 9th March to 29th March 2022	Amount
CURRENT ACCOUNT EXPENDITURE	Amount
Bulb Energy - Electricity Youth Club	59.07
Sevenoaks DC - Premises Licence Surrenden Field	70.00
Staplehurst Free Church - Donation (s19)	1,500.00
Homeleigh Timber - Paint Roller Refill	3.01
Mr D George - Petrol re Auger GSG Tree Planting	6.27
Choice Support - Planter Maintenance March	410.80
Kent County Council - LGPS Cessation Liability 2/2	3,450.00
KCS - Photocopier Rental Jan/Mar	105.98
KALC - Audit Workshop	60.00
GRS Arboricultural - Annual Tree Inspection	300.00
SPS Environmental Ltd - Asbestos Sampling Youth Club	132.00
Staplehurst Roofing - Roof Repairs Youth Club	350.00
Water re Community Payback Reimbursement	3.00
NatureSpy - Cameras & Accessories Wimpey Field	583.97
Amazon UK Ltd - Permanent Marker Pens	6.80
Amazon UK Ltd - Disposable Gloves	8.95
Amazon UK Ltd - WD-40 for Office	4.50
Payroll and Pension costs	7,596.67
WFH Allowance January	26.00
Green Box Recycling - Skip Hire Chg Youth Club	450.00
Adobe Ltd - Monthly Subscription March	15.17
Kent County Council - Youth Club Lease Purchase Mar-Jun	212.50
Countrystyle Recycling - Waste Collection February	64.80
Lloyds Bank Charges - March	7.00
TOTAL CURRENT ACCOUNT EXPENDITURE	15,426.49

PETTY CASH

0.00

4.2. Transportation costs for assessment of Christmas Motifs

An alternative motion was put forward that the faulty motifs be transported to and from Aylsford Electrics by a Councillor and that the Councillor would claim fuel costs at the appropriate rate for the journeys. This motion was RESOLVED to be APPROVED.

4.4. Queen's Jubilee celebrations

4.4.1. It was RESOLVED to APPROVE the purchase of 25 Queen's Jubilee Lamppost signs from the RBLI at a total cost of £111.99 including VAT, plus shipping costs. Additionally, it was agreed that the Caretaker would erect these signs.

4.4.2. It was RESOLVED to APPROVE an expenditure of up to £100 for the purchase of red, white and blue bulbs for the illumination of the tree at the Parade.

Councillors noted the kind donation from the Staplehurst Community Events Group of Jubilee bunting and agreed in principle that, subject to approval being granted by the Landlord, Councillors would install the bunting as part of the general celebrations for the Jubilee.

4.5. Youth Club Various works

4.5.1. It was RESOLVED to APPROVE the purchase of various electrical supplies from PJ Riordan for the value of £490.00 + VAT.

4.5.2. It was RESOLVED to APPROVE the purchase and installation of WIFI equipment up to the value of £986.80 + VAT from Balanced Audio Visual. Additionally, it was RESOLVED to APPROVE an annual sim card contract for the value of £360 per annum for the system being installed.

Chairman's initials

- 4.5.3. It was RESOLVED to APPROVE the appointment of Sankey's Pest Control to undertake a site inspection and pest management in the roof/loft area of the building at a cost of £200 + VAT.

5. CORRESPONDENCE AND PARISH ISSUES

5.1. NALC consultation request on services to small Councils

After some discussion Councillors RESOLVED not to respond to the request on the basis that they felt that Staplehurst is no longer classified as a small Council.

5.2. WI Centenary Tree Planting

Councillors noted that the WI are planting a tree at the north end of Maddie's Herb Garden outside the Library to mark their centenary celebrations.

5.3. Request to support MBC consultation on the provision of sport and leisure facilities within the Borough.

Councillors RESOLVED to APPROVE that the Clerk liaise with MBC to facilitate setting up a focus group for Staplehurst. Several Councillors expressed their interest in attending the session.

6. PARISH COUNCIL REPORTS

6.1. Clerks Report

The Clerk updated Councillors that she was hopeful the John Briffa Memorial Bench would be installed in the next couple of weeks. She advised Councillors she was still chasing for accurate promotional material for the free Sainsbury's shuttle bus, but once received she would start to promote the service. The Clerk advised Councillors of advice received from her counterpart at Harrietsham that some criminal damage to play equipment had occurred recently leaving the equipment dangerous for users. She confirmed the Caretaker does a full inspection weekly, but she requested Councillors, if they visited the children's play area in Surrenden Park, make their own visual inspection to supplement that of the Caretaker. Finally, the Clerk requested support from a Councillor to assist in organising the Annual Parish Meeting. Councillor Hotson volunteered.

6.3. Group Membership

Councillors RESOLVED to APPROVE that the following Councillors joined the identified groups:-

Councillor Matt Clifton – Communications Group and Finance and Strategy Group

Councillor Kelly McLean – Planning Committee

Resident David George – Communications Group

6.4. Greener Staplehurst Group

Councillors noted the report from the meeting of the 7th March 2022 published at [Greener Staplehurst - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](http://Greener Staplehurst - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge (staplehurst-pc.uk).).

- 6.4.1. Councillors RESOLVED to APPROVE the naming of the community herb bed outside the library to 'Maddie's Herb Garden', in memory of the daughter of an ex-Councillor and GSG member. A small plaque is to be donated by a local business.

6.5. Oral Reports from Committee/Groups/Councillors

6.5.1. Chair's Report

The Chair commented that he was pleased to see the Skate Park project and the refurbishment of Bell Lane Car Park were now completed. The Chair sought views from Councillors about continuing covid-19 LFT testing prior to Council meetings now the Government are no longer providing free tests. Councillors expressed the views that testing should be voluntary, but that they would like a

proposal brought to Council at the next meeting to include costs for the Council to provide tests. The Chair gave Councillors a brief overview of the meeting he had attended with Arriva, and asked Councillor Perry as the MBC Ward Councillor to keep progressing enquiries regarding the situation of s106 funding that should be available to support the No. 5 bus route. He also commented that he would follow up on County Councillor Parfitt-Reid's comments about reaching out to other County Councillors along the No. 5 route.

6.5.2. Communications Group – Councillor Castro verbally updated Councillors that the group were changing the order and sequence of the publication of the Annual Report and the Summer Village Update. Councillor Clifton advised Councillors that the Communication Group were working on a project to develop a logo for the Council, and that he was seeking general support to move forward with the project. Councillors confirmed their support Councillor Clifton commented that he was keen to try to seek residents' input in the project.

6.6. Parish Councillor Surgery Feedback

Councillors Perry and Hotson gave a verbal report about issues raised at the last month's surgery.

7. REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS

The Chairman closed the meeting temporarily to allow the next item.

7.1. Borough Councillors Report – Oral reports by Councillor Perry & Councillor Brice. Councillor Perry reminded Councillors that Purdah was about to commence, and that this would limit work being undertaken at MBC for the period. He confirmed that the new Constitution and ways of working are on the MBC Full Council meeting agenda for discussion on the 13th April. He also confirmed that the Local Plan had now been submitted to the Planning Inspectorate for consideration. He also confirmed that he had referred a local planning application on the Maidstone Road to the MBC Planning Committee.

The Chairman reopened the meeting.

7.3. Police Report – Councillors noted the February report

7.4. Maidstone Area Committee of KALC – Councillors NOTED the minutes of the Quarterly Parish Liaison Meeting of the 7th March 2022.

7.5. Headcorn Aerodrome Consultative Committee – Councillors NOTED the minutes of the meeting from the 12th October 2021.

8. REPORTS FROM LOCAL COMMUNITY GROUPS

None

9. URGENT MATTERS

None.

Proposed by Councillor Riordan, seconded by Councillor Buller it was agreed to suspend standing order 3.24, to allow a further 10 minutes to complete business.

10. SPECIAL MOTION

10.1. Councillors RESOLVED to APPROVE that the public be excluded from item 10.2 due to its confidential nature.

10.2. Councillors RESOLVED not to take forward the proposal put forward by the Staplehurst Community Events Group.

Chairman's initials

10.3. Councillors NOTED the plans proposed to provide Locum cover for the office.

Chairman.....

PUBLIC FORUM

Two residents attended, one resident spoke about the newly installed CCTV camera in Surrenden Playing Field and Councillors agreed to review the light and positioning.

Meeting closed at 9.40pm