



STAPLEHURST
PARISH COUNCIL

MINUTES

TUESDAY 27TH
AUGUST 2024,
7.30PM.

Public Forum

No comments

Borough Councillor's Report (Standing Item):

Cllr Perry sent his apologies

Cllr Riordan raised the following points:

- Bin problems still exist, but mainly in other areas of the borough
- The date of the Village Centre Trustees' AGM confirmed as 9th October at 7.30pm

Chairman closed the meeting to consider:

Co-option of Parish Councillors

Cllr Arger requested that voting be confidential.

Cllr Sharp absented herself from this part of the meeting.

In the absence of Mr Wakeford and following discussion/information about his involvement to date with the Bovis development, Councillors voted:

5 for, 0 against and 4 abstentions. Mr Wakeford was duly co-opted onto the Council.

Ms Metcalfe spoke further in support of her application.

Following a debate and questioning of the candidate, Councillors voted to defer the co-option of Ms Metcalfe pending further clarification by the Clerk and full investigation, of rules pertaining to candidacy, especially the interpretation of the term 'occupy' in the context of parish councils.

Proposed by Cllr Pett, seconded by Cllr McLaughlin.

Voting for deferment: 5 for, 3 against, 1 abstention.

NB Cllr Arger wished it to be minuted that she is very unhappy about the way in which this matter has been handled.

Chairman re-opened the meeting.

Cllr Sharp returned to the meeting.

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

Present: Cllrs Riordan, Hotson, McLaughlin, Sharp, Castro, Ash, Alesi, Pett, Arger and Martin

(note in the absence of the Clerk, Cllr Martin took the minutes and Cllr Martin recorded this meeting)

1. **APOLOGIES:** Cllr Perry
2. **COUNCILLOR DECLARATIONS regarding items on the Agenda: (5 minutes)**
 - 2.1. Declarations of Lobbying – None
 - 2.2. Changes to the Register of Interests - NA.
 - 2.3. Interests in Items on the Agenda – None
 - 2.4. Requests for Dispensation – None

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

Pages 2260– 2267 of 5th August 2024 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-parish-council.gov.uk/Full-Council-Staplehurst-Parish-Council-Staplehurst-Tonbridge-staplehurst-pc-uk)

Subject to correction in 6.6 that the resolution was seconded by Cllr Arger and not Cllr Riordan: Cllr Riordan proposed and Cllr Alesi seconded to approve the minutes above. Agreed by majority for 8, against 0, abstained 2.

(Chair will sign copy in the Office)

4. **FINANCE REPORTS & PROPOSALS (10 minutes)**

4.1 **Payment list**

Cllr Pett proposed and Cllr Arger seconded to approve the payment list below; agreed majority 9 for, 0 against, 1 abstained.

<u>Approved Payments 26th July - 20th August 2024</u>	Amount
Octopus Energy - Electricity Youth Club March 2023	94.38
Jubilee Field Pavilion Kitchen Deep Clean	240.00
Slingsby - Salt Bins x2	386.40
Choice Support - Planter Maintenance July	410.80
Arron Services - Norton Laptop	42.00
KALC - Finance Conference DJ	84.00
Cartell Electrical Ltd - JF Pavilion Buzzer Relocation	96.00
Bumbles Plant Centre - Plants GSG	62.04
Hugofox Ltd - Website Silver Subscription	23.99
Dean Fuller - Jubilee Field Mowing July	300.00
Amazon - Light Bulbs JF Pavilion	58.24
Amazon - Stationery Parish Office	31.95

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

Amazon - Cleaning Fluids JF Pavilion	17.99
Amazon - Toilet Rolls JF Pavilion	18.79
Amazon - Mop & Bucket JF Pavilion	22.95
Camilla Lucas - Youth Club Cleaning July	100.00
J Birkby Plumbing - Youth Club Toilet Repair	96.00
Fieldturf Tarkett - Pre-Plannig Framework JF 3G Pitch	13,545.00
Business Stream - Waste Water Youth Club Jun-July	21.14
Npower - Street Light Energy Nicholson Walk July	6.95
Castle Water - Jubilee Pavilion July	56.07
Castle Water - Youth Club July	7.51
Amazon - Cleaning Equipment Jubilee Pavilion	29.58
Mrs S Wigzell - Rumwood Nurseries Plants GSG	41.97
Bradley Hawkins - Mowing & Strimming WF July	175.00
Amazon - Portable PA Speaker Surrenden Field	192.00
Continuum Sport Leisure - Jubilee Field 3G FF Bid 2/2	9,955.82
HMRC - Tax & NI July	1,929.62
Cllr Travel Claim	10.55
Post Office - Stamps 312x 2nd Autumn Village Update	265.20
British Gas Lite - Electricity JF Pavilion Jun-July	172.55
British Gas Lite - Electricity Bell Lane Toilets Jun-July	29.23
Sage Payroll - August	12.00
Pozitive Energy - Electricity Youth Club July	39.24
Business Stream - Water Bell Lane Toilets Jun-July	38.04
British Gas Lite - Electricity JF Sewage Pump	9.08
Lloyds Bank Charges - Fieldturf JF 3G International Payment	15.00
LLoyds Bank Charges - August	7.00
Arron Services - Hosted Exchange August	271.32
TOTAL CURRENT ACCOUNT EXPENDITURE	28,915.40

TOTAL PETTY CASH EXPENDITURE

1.35

4.2 Summation and balance sheet - Noted

4.3 Completion of AGAR Notice Report

The Audited AGAR and accompanying RFO report were noted by Councillors. Proposed by Cllr Riordan, seconded by Cllr Ash, to agree the resolution below. Agreed unanimously.

Resolution: to consider the Employment, Finance and Strategy group recommendations to;

- i. Consider the Audited AGAR and report received from Mazars LLP, external Auditors and the RFO report.
- ii. To approve the above reports.

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

5. **CLERKS REPORT ON OUTSTANDING MATTERS**

- Note progressing Scouts request for registering Nicholson Walk as a street name with MBC, so that they can obtain a postcode – fee is £55 plus VAT and Scouts have offered to reimburse the Parish Council.
- Cllr Alesi is working on the flood action plan. Cllr Castro may have some information to pass on.
- Re Redrow debacle and the letter received from KCC re non-adoption of some roads on the estate, item to be added to next PC and RSG agendas with as much information as possible.
- IT review is ongoing. Communications Group was asked to undertake this review but needs help from Office. Cllr Arger proposed that this is an agenda item for PC, in order that full council can make a decision. Seconded by Cllr. Riordan. Agreed unanimously.
- Re Chair's video. Chair will record the video in the office for expediency.

6. **PROPOSALS FOR DISCUSSION and DECISION**

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

Following a debate

- Cllr Riordan noted that he did not write this report and it should bear the author's name. This needs clarity for future agendas.
- Councillors Hotson and Pett stated that councillors require sight of the updated Business Plan which was submitted as part of the application to the Football Foundation.
- Re expressions of interest at the last meeting, this will be reported back to Council at next meeting.

The report was noted

6.2 **Volunteer Awards Nominations Report**

Following a debate

- Thanks was given to past award sponsors JBH Developments, who are no longer able to offer sponsorship.

Cllr Castro asked that the original title MERIT AWARD be used rather than VOLUNTEER AWARD. Amendment: Proposed by Cllr Castro, seconded by Cllr Riordan. Agreed unanimously.

- Councillors were happy with the suggested nomination form emailed earlier, subject to the amended title of Merit Award.

Cllr Riordan proposed and Cllr McLaughlin seconded to approve the amended resolution below, agreed unanimously.

Resolution: To seek nominations for the Merit Awards, closing date 1st November and for SCENIC to consider nominations and report to Council on 18th November 2024.

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

6.3 Allotments Report (including a plan of the allotment site handed out)

Following a debate

An amendment was made to the resolution:

- i. That a recommended maximum tree height should be 2.5m.

Proposed by Cllr Pett, seconded by Cllr McLaughlin, agreed unanimously.

Cllr Pett will monitor the site.

Cllr Pett proposed and Cllr Arger seconded to approve the resolution below, as amended. Agreed majority, 9 for, 1 against.

Resolution: To approve the request for trees on the allotment, to a maximum height of 2.5m.

6.4 SCENIC Report

Following a debate

- i. Litter Pick date 15th Feb 2025 – Proposed by Cllr Riordan, seconded by Cllr Castro. Agreed unanimously.
- ii. Youth Club – to be further discussed at SCENIC meeting on 4th September. Experienced leaders needed.
- iii. Clerk to give formal notice to SCEG to remove their equipment from Surrenden Pavilion: Wording as follows: 'SCEG has received requests from the PC to remove its equipment from Surrenden Pavilion. I am therefore instructed by the PC to give you formal notice to remove your equipment by 31st October 2024, otherwise the PC will dispose of it.' Proposed by Cllr Sharp, seconded by Cllr Alesi. 9 for and 1 abstained.
- iv. Community Assets: Subject to prepared forms re Library and Kings Head being distributed for Councillors to scrutinise, proposed by Cllr Sharp, seconded by Cllr Arger. Agreed majority, 9 for, 1 abstained
- v. SEHT storage: Cllr Sharp will research cost of purchasing a new door to toilet building at Parade to facilitate storage and report back to council.
- vi. Christmas lights action noted. To bring back to next PC meeting.
- vii. Radar key – noted. To discuss at next PC meeting.

Chairman suspended standing orders and requested extension of 15 minutes: Proposed Cllr Pett, seconded Cllr Castro. Agreed unanimously.

6.5 Playscheme Report

Report noted and thanks to Cllr Arger. A very successful scheme. Report noted. Following a debate Cllr Arger proposed and Cllr Sharp seconded to approve the resolution below. Agreed unanimously.

Resolution: To gain agreement from full council in principle to the request for extra funding for 2025, subject to financial figures being obtained and to then be passed to E,F & S group for their consideration in budget setting process 2025/26.

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

**7. CORRESPONDENCE AND PARISH ISSUES – for decision or noting:
N/A**

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

8.1. Chairman’s Report

Nothing to report.

8.2. Committee and working group minutes for noting

8.2.1. Planning Committee minutes of 12th August 2024

8.2.2. Road Safety Group meeting minutes 15th July 2024

Some clarification needed. Office asked to report to SPC if there is a problem changing the SID.

8.2.3. Jubilee Field Working Group meeting 29th July 2024

8.2.4. SCENIC minutes of meeting 7th August 2024

8.2.5. 3G multi-sports pitch working group next meeting 22nd August 2024

8.2.6. Employment, Finance and Strategy Group meeting 15th August 2024

8.2.7. NDP review next meeting 15th August 2024

8.2.8. Communications Group minutes to be confirmed

8.2.8. Greener Staplehurst Group minutes 21st March 2024 to follow

9. REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

Patient Participation Group Action Plan noted.

Meeting closed at9.36pm.....

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