

**Minutes of the meeting of Staplehurst Parish Council  
in the South Hall, Community Centre, Staplehurst  
Monday 18 July 2022 at 8.00 p.m.**

**Present:**

Councillor's: Buller, Castro, Clifton, Hotson, McLaughlin, Perry, Riordan, Spearink and Sharp

Also present –Clerk

**Public Speaking**

A member of the public spoke regarding the Staplehurst Monarchs FC issues; car park height barrier, minor amendment to lease and pavilion

**1. APOLOGIES FOR ABSENCE:**

Apologies were received and accepted from Cllr McPhee, Mclean and Skinner.

**2. DECLARATIONS OF INTERESTS AND / OR LOBBYING**

2.1 Declarations of changes to the Register of Interests - NA

2.2 Declarations of interest in respect of items on the agenda

Cllr Hotson on item 6.6

Cllrs Hotson, Perry and Riordan on 7.6

2.3 Declarations of Lobbying - NA

2.4 Requests for Dispensation NA (note Cllr Riordan has a permanent dispensation regarding Jubilee Fields)

**3 COUNCILLOR VACANCIES:**

Cllr Riordan reported that so far no applications have been received, Communications Group to review and Council to readvertise and promote the vacancies

**4 MINUTES**

- 1.1. 4.1 Resolved to approve the minutes of the meeting held on 27 June 2022 as a correct record of the proceedings and signed by Cllr Riordan  
<http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>.

**5 REPORTS FROM COUNTY COUNCILLOR, BOROUGH COUNCILLORS, POLICE REPRESENTATIVES & COMMUNITY WARDEN IF PRESENT**

Cllr Perry (MBC) noted the challenging economic circumstances and MBC are in the process of modelling a series of Budget scenarios and options for 2023/4 budget setting; base increase in Council Tax 0%, 2% and 5%.

Also, that the MBC Local Plan is with the Planning Inspectorate, the public engagement is likely to be in late 2022.

## 6 FINANCE REPORTS & PROPOSALS

6.1 It was proposed, seconded and agreed unanimously to approve the Transactions listed below;

<b>CURRENT ACCOUNT EXPENDITURE</b>	<b>Amount</b>
Bumbles Plant Centre	103.90
Homeleigh Timber - Youth Club Maintenance	4.79
Opus Energy - Electricity Parish Council	137.32
Lloyds Bank Charges	7.00
Katie Redford - Cleaning of Youth Club	120.00
KCC Commercial - Printer/photocopier Rental	88.32
B.J. Hawkins - strimming and mowing Wimpey Fields	100.00
Staplehurst School - Hall Hire Parish Council Meeting	30.00
Iden Business Services - Internal Audit	400.00
Bulb Energy - Youth Club	49.27
GeoXphere Ltd - Parish Online subscription 14/06/22 - 14/06/23	144.00
HugoFox Ltd - Silver Subscription July	23.99
Sevenoaks DC - Premises Licence 18/08/22 Jubilee Fields	180.00
KCC Receivables - Land rent 24/06/22 - 28/09/22	212.50
Care Check Ltd - Richard (Parish Clerk)	30.00
Adobe Acropro SUBS 23/06/22 - 22/07/22	15.17
Cllr reimbursement - Youth Club Equipment	39.00
Country style Recycling	69.84
NPower - Street Lighting	74.64
HMRC - Employer PAYE & NI	1,778.48
Flowers	11.00
MBC - Council Tax Youth Club 01/07/22 to 01/02/23	964.74
Employee Net Salaries for June	5,821.00
Aaron Services - Hosted Exchange	214.32
MBC - Council Tax Parish Office	62.00
MBC - Council Tax Parish Office	72.00
MBC - Remembrance Parade Road Closure	75.00
Sage Global Services - Payroll Subscription	8.40
HugoFox Ltd - Silver Subscription July	23.99
Royal British Legion - Donation	100.00
Iden Signs	42.00
Choice Support - Village Planters	410.80
T & S Engineering - Height Barrier Jubilee Sports Field	144.00
T & S Engineering - Storage Building Surrenden Field	216.00
Paxman Services - Bell Lane Toilets	857.67
Jubilee Field	1,250.00
Total	13,881.14

- 6.2 It was proposed, seconded and agreed unanimously to approve Late Payments.
- 6.3 Bank reconciliation as at 30.06.2 was noted
- 6.4 **ACRK Subscription:** Following a debate it was proposed, seconded and agreed unanimously to subscribed to ACEK for £115 plus VAT.
- 6.5 **Support for Ukraine:** Following a debate it was proposed, seconded and unanimously agreed to set aside up to £1,000 from General Reserves to support Ukraine Refugee children staying in Staplehurst to attend the Playscheme for free.
- 6.6 **Village Centre Hall (Community Centre) Hire Increases,** set out below were noted  
 South Hall £13.50 - £15 per hour  
 North Hall £18:50 - £20:50 per hour
- 6.7 **Jubilee Field Car Park:** Cllr Riordan led the debate regarding repairs to the damaged car park height barrier and it was proposed, seconded and unanimously agreed to approve remedial works £250
- 6.8 **Youth Club – Premises Insurance:** Clerk noted that to obtain Premises Insurance we are required to obtain a building reinstatement cost assessment, the fee for this is £130 plus VAT. It was proposed, seconded and agreed unanimously to obtain building reinstatement cost assessment for the fee of £130 plus VAT.

**7 CORRESPONDENCE AND PARISH ISSUES**

- 7.1 **Youth Club Update** – Cllr Riordan led a debate that highlighted how well it was going at the moment. Cllr Hotson, congratulated all on their hard work.
- 7.2 **3G Pitch proposal for the village:** Cllr Riordan updated Council that the various documents were proceeding and would be reporting back to Council with a detailed report
- 7.3 **Lloyds Chemist and Malling Health Centre:** Following a debate it was agreed Cllr Sharp and McPhee would keep chasing up limited opening times would and report back to Council.
- 7.4 **Bell Lane Toilets:** Following a debate it was agreed to seek quotes for the repairs to the doors.
- 7.5 **Play Area Inspection:** Following a debate Cllr Riordan and Cllr Castro to undertake work required.

- 7.6 **Jubilee Field Pavilion:** The correspondence from Staplehurst Monarchs FC was received and noted. Following a debate, it was felt more information was required and there was a need to check covenants and grant conditions. It was agreed that the Jubilee Field Management Trust should consider the information and report back to Council.
- 7.7 **Football Pitch Lease:** Following a debate it was proposed, seconded and agreed unanimously to amend the lease to "subject to consultation with the Groundsman"

## 8 PARISH COUNCIL REPORTS

- 8.1 **Chairmans Report:** Cllr Riordan updated Council on appointment of the new Clerk, thanked SLCC, Karen and Sandy for their work and the Employment Group for all their input over the last few months.  
The "COVID 19 thank you reception" is pencilled in for the 4<sup>th</sup> September 2022, suggested that Cllrs pay £10 per head and Communication Group will finalise details and report back.  
MBC have a borough wide pot of CIL funding that the Parishes can request funding for projects in their Parish. Staplehurst Parish Council has put forward requests for; Community Centre, Youth Club, Bus stop / road crossing, Village Golf and illuminated Digital information display sign.  
Councillors requested that the working group meeting dates are sent to the office to circulate.
- 8.2 **Clerks Report** Thanked everyone for the support and looking forward to supporting the Council and attending the group meetings in the near future.
- 8.3 **Communications Group:** Meeting of 30<sup>th</sup> June 2022 was noted.  
It was proposed, seconded and approved unanimously to move the Annual Report dates as per the minutes and distribution would start 1<sup>st</sup> September 2022.  
Office and Communications Group liaise on social media feedback
- 8.4 **Greener Staplehurst Group:** Meeting of 20<sup>th</sup> June 2022 was noted and thanked for all their hard work.

## 8 REPORTS FROM OTHER COUNCILS. AGENCIES AND ORGANISATIONS

- 8.1 **EKSSC Events at Duckhurst Farm 2022:** The contingency date 31 July will not be needed
- 8.2 **Staplehurst Speed Watch,** noted
- 8.3 **Local Government Boundary Review:** The confirmation that the Boundaries will be staying the same, this was welcomed by all and noted.

Page 2023

Chairmans signature.....Date.....

8.4 **Transport for the South East** – Draft Strategic Investment Plan (SIP) for South East England consultation. Following a debate agreed that Councillors need to read and then discuss at next meeting.

9 **REPORTS FROM COMMUNITY GROUPS:** Members who attended any meeting on behalf of SPC not included elsewhere on the agenda will be invited to give a brief report. NA

10 **URGENT MATTERS:** Cllr Riordan raised the issue of security on Cllr IT Equipment for online banking – it was proposed, seconded and agreed unanimously that the Council should cover cost of security upgrade.

11 **MATTERS FOR THE NEXT AGENDA:** Items for information only or for a decision at a future meeting

12 **MATTERS FOR CONSIDERATION IN PRIVATE:** To resolve that the press and public be excluded from the meeting during consideration of the following items on the grounds that they relate to staff. This information is classed as exempt under paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

12.1 **Staffing Issues:** A verbal update was received.

13 **DATE AND TIME OF NEXT MEETING:** To confirm as 08 August 2022 at 7.30 p.m.

**These minutes are not verbatim, but a summary of the discussion in the meeting.**

**Parish Council Saturday Surgery with Borough Councillor Perry  
(Staplehurst Library 10.00 a.m. – 12.00 p.m.)**

Chairmans signature.....Date.....