

STAPLEHURST PARISH COUNCIL

AGM

13TH MAY 2024

MINUTES

New Council

All Councillors signed their Declaration of Acceptance Forms before the meeting started - **confirmed**
All Councillors received by email the Information pack – **confirmed**

Public forum

A resident raised the issue of the Youth Club reopening – Council still chasing Insurance – all agreed very frustrating, request Clerk write a letter of complaint
Scouts – thanked everyone for their support – raised over a £1,000 for the Charity.
Also seeking a Treasurer – if anyone has a contact.

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

1. ELECTION OF CHAIRMAN:

Cllr Perry proposed and Cllr Castro seconded Cllr Riordan for Chairman
Cllr Mclaughlin proposed and Cllr Alesi seconded Cllr Sharp for Chairman

Following a closed vote – Cllr Riordan was elected Chairman

Cllr Riordan signed the Declaration of Acceptance of Office of Chairman.

2. ELECTION OF VICE CHAIRMAN:

Cllr Riordan proposed and Cllr Castro seconded Cllr Perry to be Vice Chairman
Cllr Alesi proposed and Cllr Arger seconded Cllr Sharp to be Vice- Chairman

Following a closed vote, which was tied – Cllr Riordan as Chairman had the casting vote and Cllr Perry was elected Vice Chairman.

Cllr Perry signed the Declaration of Acceptance of Office of Vice Chairman.

3. APOLOGIES

4. COUNCILLOR DECLARATIONS regarding items on the Agenda:

4.1. Declaration of Lobbying - NA

4.2. Declarations of Changes to the Register of Interests - NA

4.3. Declarations of Interest in Items on the Agenda - NA

4.4. Requests for Dispensation- NA

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

- 5. APPROVAL OF FULL COUNCIL MINUTES** Pages 1996– 2095 of 15th May 2103 available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>, Cllr Riordan proposed and Cllr Arger seconded to approve the minutes of the meeting held 15th May 2023 – agreed majority: 7 For, 0 against and 4 abstained. Duly signed by Chairman.

6. Financial Reports

6.1 Annual Governance and Accountability Return 2023/2024 and consideration of the Internal Auditors Report

Following a discussion, where the Clerk read out the items in Appendix C, which were approved by Council, Cllr Riordan proposed and Cllr Arger seconded to approve the resolution below; Agreed unanimously.

Resolution

- 6.1.a The Annual Internal Audit Report is received and noted – **Appendix B** of the report
 6.1.b The Annual Governance Statement (section 1) is approved - **Appendix C** of the report
 6.1.c The Accounting Statements (section 2) are approved - **Appendix D** of the report
- 6.2 Accounts for the Annual Report 2023/24 – **Appendix E**
- 6.3 Annual CIL Report – **Appendix F**

Cllr Riordan signed the documents

7. Review of delegation arrangements to committees, sub-committees, groups, staff and other local authorities;

Following a discussion, the Clerk explained that KALC advised that “Urgent Items or Special motions” should not be on agendas for either Council or Planning Committee – therefore there needed to be an amendment to the Delegated Authority. In addition it was suggested that the RFO is added to the Financial Regulations delegation 4.1.

Cllr Perry noted that the Planning Committee is a statutory function of commenting on Planning matters. Cllr Riordan proposed and Cllr Pett seconded to approve the resolution below; Agreed unanimously

Resolution:

To adopt the Delegation Policy as set out in the report

8. COMMITTEE AND GROUP TERMS OF REFERENCE

Following a discussion, Cllr Riordan proposed and Cllr Pett seconded to approve the resolution below; Agreed unanimously

Resolution: to adopt the Terms of Reference of the Planning Committee and following groups

- 8.1 Planning Committee – remains the same
 8.2 Communications Group – remains the same
 8.3 Staplehurst Community Neighbourhood Enhancement Improvement Group (SCEnic) – remains the same
 8.4 Employment, Finance and Strategy Group – remains the same
 8.5 Greener Staplehurst Group – remains the same
 8.6 Neighbourhood Plan Review Group – remains the same
 8.7 Road Safety Group – remains the same

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

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| 8.8 | Jubilee Field Working Group – remains the same |
| 8.9 | 3G Multi-Sport Working Group – remains the same |

9. APPOINTMENT OF COMMITTEE & GROUP MEMBERS (DATES)

Following a discussion Cllrs were appointment of members of Planning Committee and Parish Council Groups as follows:

- 9.1 Planning Committee – Arger, Ash, Mclaughlin, Pett and Sharp plus Cllr Hotson as a Substitute

Following a discussion, Cllr Riordan proposed and Cllr Castro seconded to approve Cllr Sharp as Chairman of Planning Committee; Agreed unanimously

Following a discussion, Cllr Sharp proposed and Cllr Riordan seconded to approve Cllr Arger as Vice Chairman of Planning Committee; agreed unanimously.

Planning Committee meets Mondays on three week cycle following on from Council

At Working Groups first meeting they elect Chairman and Vice Chairman of their working group

- 9.2 Communications Group – Cllrs Alesi, Castro, Martin, Riordan and Sharp plus Cllr Arger Non-voting member

Meeting 3rd Wednesday of each month

- 9.3 Staplehurst Community Neighbourhood Enhancement Improvement Group – Cllrs Alesi, Castro, Martin, Pett, Sharp and Cllr Hotson as Non-Voting member plus Cllr Riordan Ex-officio

Meeting 2nd Thursday of each month

- 9.4 Jubilee Field Working Group – Cllrs Alesi, Hotson, Mclaughlin, Riordan, Sharp and Cllr Arger as Non-Voting Member

Meetings Mondays on three week cycle following on from Council and Planning Committee

- 9.5 Employment, Finance & Strategy Group – Cllrs Hotson, Martin, Perry, Riordan and Sharp plus Cllr Arger Non-voting member

Meeting 3rd Tuesday of each month

- 9.6 Greener Staplehurst Group – Cllrs Ash, Castro, Mclaughlin, Pett and Riordan

Meeting to be arranged

- 9.7 Neighbourhood Plan Review Group – Cllrs Arger, Ash, Mclaughlin, Perry and Sharp

Meeting 2nd Wednesday of each month

- 9.8 Road Safety Group – Cllrs Alesi, Mclaughlin and Sharp

Meeting 2nd Monday of each month 10am start

- 9.9 3G Multi-Sports Working Group – Cllrs Alesi, Arger, Mclaughlin, Riordan and Sharp

Meeting 4th Thursday of each month

10. Appointment of any new committees in accordance with Standing Order 4 and/or groups in accordance with Standing Order 27; NA

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

11. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future; NA

12. Review and adoption of appropriate standing orders and financial regulations;

Following a discussion, Clerk reemphasised the issue on Financial Regulations raised early in item 7 and that emphasis that the Appendix A in the Code of Conduct is the Nolan Principles of Public Life. Cllr Riordan proposed and Cllr Castro seconded to approve the resolution below; Agreed unanimously

Resolution:

12.1 **Standing Orders** – remains the same

12.2 **Financial Regulations** – minor amendment – add RFO to 4.1 – see below

There is delegation in the Council Financial Regulations (4.1) to deal with urgent works, which are then reported immediately to Council. i.e. remove a tree down in a playground.

- the Clerk / RFO in conjunction with the Chairman or Vice-Chairman of the Council or Chairman of the appropriate committee or group, for any items up to and including £500.
- the Clerk / RFO for small items of expenditure up to the sum of £200

12.3 **Council Code of Conduct** – minor amendment – Highlight that Appendix A is the Nolan Principles of Public Life

12.4 **Civility and Respect** – remains the same

13. Review of arrangements (including legal arrangements) with other local authorities, not-for-profit bodies and businesses;

13.1 Parish Office lease with Staplehurst Community Centre - unchanged

14. APPOINTMENTS TO LOCAL COMMUNITY GROUPS AND ORGANISATIONS

Annual review and appointment of councillor representatives on community groups and organisations and arrangements for reporting back;

14.1 Churchyard Liaison Committee - Cllrs Ash, Martin and Perry

14.3 Staplehurst Community Centre – Cllr Mclaughlin

14.4 Staplehurst Patients Participation Group – Cllrs Alesi, Martin and Sharp – it was noted how important it is that this group is a “stand alone group” supported by the Parish Council rather than a group of the Parish Council

14.5 Staplehurst Community Events Group – Cllr Sharp

14.6 Parish Police Liaison Committee – Cllr Riordan

14.7 Staplehurst Emergency Help Team – Cllrs Alesi and Castro

14.8 Staplehurst Remembrance Group – Cllrs Alesi, Martin and Sharp

14.9 River Beult Catchment Improvement – Cllrs Alesi, Ash, Mclaughlin and Perry

14.10 Headcorn Aerodrome Consultative Committee – Cllrs Alesi and Pett

14.11 Sobell Cheshire Homes – Cllr Hotson

14.12 Staplehurst Community Speed Watch – Cllr Alesi

14.13 KALC Area Committee – Cllr Riordan

14.14 Staplehurst Library Users Group – Cllr Sharp

14.15 McCabe Day Centre – Cllr Hotson

14.16 Village Sports & Social Group – Golf Club – Cllr Ash

Cllr Riordan proposed and Cllr Perry seconded to approve the appointments above Agreed unanimously

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

15. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

Following a discussion, where Cllr Riordan raised the issue of an EGM on the 3G pitch design 20th May 2024 7.00pm followed by Planning Committee at 8.00pm Cllr Riordan proposed and Cllr Perry seconded to approve the resolution below; Agreed unanimously

Meeting	Date
Council - AGM	13th May 2024
Annual Parish Meeting	15th May 2024
Planning	20th May 2024
Council	3rd June 2024
Planning	10th June 2024
Council	24th June 2024
Planning	1st July 2024
Council	15th July 2024
Planning	22nd July 2024
Council	5th August 2024
Planning	12th August 2024
Council (Tuesday due to Bank Holiday Monday)	27th August 2024
Planning	2nd September 2024
Council	16th September 2024
Planning	23rd September 2024
Council	7th October 2024
Planning	14th October 2024
Council	28th October 2024
Planning	4th November 2024
Council	18th November 2024
Planning	25th November 2024
Council	9th December 2024
Planning	16th December 2024
Meeting	Date

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

Council	6th January 2025
Planning	13th January 2025
Council	27th January 2025
Planning	3rd February 2025
Council	17th February 2025
Planning	24th February 2025
Council	10th March 2025
Planning	17th March 2025
Council	31st March 2025
Planning	7th April 2025
Council	21st April 2025
Planning	28th April 2025
Council AGM	12th May 2025

16. Review of the Council's subscriptions, grant and donation expenditure in 2023/24;

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve the resolution below; Agreed unanimously

Resolution:	
16.1 Subscriptions in 2023/24	
	£
Adobe systems	199.68
ALCC Annual Membership DJ	50.00
Canva – Creative solutions	83.33
Geosphere Ltd – Parish Online	135.00
KALC	1695.00
Kent County Playing Field Association	20.00
National Allotment Society	55.00
SLLC Annual membership fee – DJ	279.00
SLCC Annual membership fee - RG	318.00
Survey Monkey	320.00
Weald of Kent Protection Society	30.00
Zoom	119.90
Total	3,304.91
16.2 Donations in 2023/24	
	£
CCDA – Annual Donation	200.00
KSSAA Annual Donation	200.00
Royal British Legion – Remembrance Day Poppy Wreath	100.00

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

Staplehurst Men's Shed – Donation re Village Clean Up	50.00
SEHT – start up grant	1,000.00
Staplehurst Scouts Donation	200.00
Staplehurst WI – Donation re Village Clean Up	50.00
Village Golf & Sports Club – CIL donation re new toilets	15,000.00
Total	16,800

And contract renewals

GDPR – Info Ltd	£350.00
Hugofox Ltd	£33.33
National Allotment Society	£55.00
Kent Playing Fields Association	£25.00
Adobe Systems software Ltd – Acrobat Pro	£151.68
Weald of Kent Protection Society	£35.00
Parish Online mapping	£144.00
Association of Local Council clerks - ALCC	£105.00
Society of Local Council Clerks - SLCC	£289.00

16.3 Grants in 2023/24 - £0

17 Review of the Council's subscriptions, donation and grants expenditure in 2024/25;

Following a discussion, where it was noted the Subscriptions were estimated as until a new subscription received we do not know the exact amount, Cllr Riordan proposed and Cllr Perry seconded to approve the resolution below; Agreed unanimously

Resolution:	
17.1 Approved subscriptions for 2024/25	
	£
Adobe systems	199.68
ALCC Annual Membership DJ	50.00
Canva – Creative solutions	83.33
Geosphere Ltd – Parish Online	135.00
KALC	1695.00
Kent County Playing Field Association	20.00
National Allotment Society	55.00
SLLC Annual membership fee – DJ	279.00
SLCC Annual membership fee - RG	318.00
Survey Monkey	320.00
Weald of Kent Protection Society	35.00
Zoom	119.90
Total	3,309.91
17.2 Approved donations for 2024/25	
	£
All Saints PCC parish magazine	200.00
Community Centre for Debt Advice	200.00
Heart of Kent Hospice	200.00
KSS Air Ambulance Trust	200.00
Kenward Trust	100.00

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

Royal British legion Poppy wrath	100.00
Staplehurst WI– Donation re Village Clean Up	50.00
Staplehurst Men’s Shed – Donation re Village Clean Up	50.00
Total	1,100

17.3 Available expenditure for grants 2024/25 = **£3,200**

18. Advertise the co-option of Councillors

Following a discussion, which emphasised the need for promotion for Cllrs and an informal chat with potential Cllrs to explain what is required and what are their interests which can support action Cllr Riordan proposed and Cllr Sharp seconded to approve the resolution below; Agreed unanimously

Resolution: To advertise for the co-option of 4 Parish Councillors

19 PARISH COUNCIL FINANCE REPORTS & ISSUES FOR DECISION

19.1 Accounts for Payment

Following a discussion, Cllr Riordan proposed and Cllr Arger seconded to approve the resolution below; Agreed unanimously

<u>Approved Payments 1st April - 7th May 2024</u>	<u>Amount</u>
Hartlake Garden Services - Parish Noticeboard Installation	320.00
Bumbles Plant Centre - Plants GSG	44.92
Reimbursement re Caretaker Boots	234.00
Hugofox Ltd - Silver Subscription April	23.99
Ecosan Services Ltd - Sanitary Unit Bell Lane Toilets	118.03
Smartwater Testing - Legionella Kit Jubilee Pavilion	315.00
Octopus Energy - Youth Club Electricity July 2023	172.80
Paul Graves - New Lock Water Pump Meter Cabinet JF	86.00
Amazon UK - Wheelie Bin	64.99
Castle Water - Youth Club Water March	7.19
HMRC - Tax & NI March	1886.86
Amazon UK - Stationery	41.38
Poyntell - Car Park Gate Padlock JF	126.91
CSG Global Ltd - White Linemarking Powder JF	62.35
Origin Amenity Solutions - Grass Seed JF	147.40
Payroll & Pension Costs - April	6959.49
Iden Signs - Youth Club Signage	43.20
P&F Cleaning Services - Bell Lane Toilets Clean/open/Sun Apr	1010.00
Origin Amenity Solutions - Topsoil JF	366.60
JBH Refurbishments - Youth Club Refurbishment Balance 2/2	5409.72
Royal Mail - Residents Survey Postage	39.48
Sevenoaks DC - Premises Licence Surrenden Field	70.00
Homeleigh Timber - Caretaker gloves & safety glasses	3.91
Hugofox Silver Subscription - May	23.99
Camilla Lucas - Youth Club Cleaning	60.00
Reimbursement re Cleaning Materials YC	9.90
All Saints PCC - Churchyard Maintenance 1/2	7000.00
Spar - Office Sundries	3.50
Sainsburys - Coffee	7.00
Canva - Creative Software Annual Subscription	99.99
Adobe Systems - Monthly Subscription Apr-May	19.97
ZOOM - Annual Subscription	155.88

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

MBC - Council Tax Room 1 April	65.75
MBC - Council Tax Room 2-3 April	75.55
MBC - Council Tax Youth Club April	121.08
Sage Payroll - April	9.60
Telecoms World - Virtual Phone No. SEHT	11.99
Npower - Street Light Energy March	55.96
Countrystyle Recycling - Waste Collection March	76.85
British Gas - Parish Office Energy Mar-Apr	198.82
British Gas Lite - Electricity Surrenden Pavilion Mar-Apr	34.10
British Gas Lite - Electricity Bell Lane Toilets Mar-Apr	32.74
MBC - Council Tax Room 1 May	62.00
MBC - Council Tax Room 2-3 May	72.00
MBC - Council Tax Youth Club 2-3 May	121.00
MBC - Council Tax Bell Lane Toilets	98.00
Sage Payroll - May	9.60
Lloyds Bank - Charges April	7.85
Arron Services Ltd - Hosted Exchange April	271.32
Arron Services - Hosted Exchange May	271.32
	26,529.98

TOTAL PETTY CASH EXPENDITURE

4.51

Contracts

	£
GDPR -Info Ltd	350.00
Hugo Fox Ltd – website SLL / Cert & Support	33.33
National Allotment Society	55.00
Kent County Playing Field Association	25.00
Adobe systems – Acrobat Pro	151.68
Weald of Kent Protection Society	35.00
Parish Online data mapping	144.00
ALCC	105.00
SLCC	289.00

19.2 Playscheme 2024 prices

Following a discussion, Cllr Hotson proposed and Cllr Riordan seconded to approve the resolution below; Agreed unanimously

<p>Resolution: to approve</p> <p>a) the dates and times of the scheme as</p> <p>Monday 29th July – staff organisation & Open Morning Tuesday 30th July – Friday 2nd August 9am – noon Monday 5th August – Friday 9th August 9am – noon followed by noon – 3pm Monday 12th – Friday 16th 9am – noon followed by noon – 3pm On the last day an extra hour will be paid for the staff to clean the venue.</p> <p>b) the fees – proposed £6 for pre-booked and £7 on the day</p> <p>c) the BioBlitz proposed 14th August 2024</p> <p>d) the use of the Infant Hall</p> <p>e) the appointment of Cllr X to oversee the play scheme, working with Jean Terry, and to make regular visits during the three weeks</p>
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Signed Chairman.....Date.....

19.3 Annual Parish Meeting agenda

The Annual Parish Meeting agenda was noted

19.4 80th D-Day Celebration event

Following a discussion, Cllr Sharp proposed and Cllr Riordan seconded to approve the resolution below; Agreed unanimously

Resolution: to approve

- i. work with Staplehurst Community Events Group to organise the 80th D-Day Celebration – 6th June 2024
- ii. Include event in Council insurance

20. CORRESPONDENCE - NA**21. CONFIDENTIAL**21.1 Caretakers extra hours

Following a discussion, Cllr Arger proposed and Cllr Mclaughlin seconded to approve to increase the Caretakers hours by 3.50 hours up to 15.50 hours per week – agreed unanimously

Meeting closed.....

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