



STAPLEHURST PARISH COUNCIL

COUNCIL MEETING MINUTES 24TH JUNE 2024

Public Forum

A resident invited Cllrs to the Scouts AGM 1pm 14th July 2024, followed by activities and a Bar-B Que.

Note the Girl Guides AGM is 2nd July 2024, 7:30pm at Kathy Lamb Centre.

Borough Councillor's Report (Standing Item):

Cllr Riordan mentioned a planning application that is actually in Tonbridge and Malling but borders Maidstone, so it was discussed at MBC Planning Committee. Tonbridge and Malling does not have a Local Plan and therefore has little "protection" from developers speculative applications. MBC Local Plan is very important in protecting areas such as Staplehurst from speculative applications.

Positive cluster meeting with the Police – discuss in detail in confidential Chasing EVC points at Parade and Bell Lane.

3 MBC Cllrs standing for Parliament – which is good – but has slowed down some MBC work. Cllr Parfit-Reid – circulated her County Councillor report and seeking another meeting about the Youth Service support in Staplehurst.

Cllr Hotson asked about Cllr Parfitt-Reid's attendance – Cllr Riordan aiming for quarterly – should be at 15th July 2015 meeting. Cllr Hotson felt Cllr Parfitt-Reid that was unsatisfactory.

Present Cllrs Riordan, Sharp, Hotson, McLaughlin, Pett, Alesi, Martin, Castro and Clerk

1. **APOLOGIES:** Cllrs Arger, Perry and Ash
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 - NA

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

2.4. Requests for Dispensation - NA

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

Pages 2235– 2243 of 3rd June 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 Riordan proposed and Cllr Pett seconded to approve the minutes 3rd June 2024, agreed by majority 7 for , 0 against and 1 abstained. Duly signed by the Cllr Riordan.

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

4.1 **Payment list**

Cllr Riordan proposed and Cllr Martin seconded to approve the payment list below – agreed unanimously.

Approved Payments 30th May - 18th June 2024	Amount
GRS Arboricultural Ltd - Annual Tree Survey	375.00
CSG Global Education Ltd - Stationery	14.39
Business Stream - Waste Water Youth Club Jan-Dec 2023	113.25
Business Stream - Waste Water Youth Club Dec-May	44.60
KCS - Photocopy Charges Dec- March	74.26
KCS - Photocopier Rental July-Sept	105.98
SMUFC - JF Pavilion Cleaning April	125.00
Business Stream - Waste Water JF Pavilion Apr-May	39.47
Royal Mail - Resident Survey Postage	1.68
Choice Support - Village Planter Maintenance April	410.80
Choice Support - Village Planter Maintenance May	410.80
Bumbles Plant Centre - Plants & Sundry Items GSG	49.44
Hugofox Ltd - Silver Subscription June	23.99
Ashley Wright - Water Heaters Youth Club	270.00
Reimbursement re Office Sundries	11.00
Homeleigh Timber - Weed Killer Caretaker	6.06
Castle Water - Youth Club Water May	7.51
We Are Beams - Grant	250.00
E-on - Electricity JF Pavilion to 17th April Final	230.44
Paxman Printing - Annual Report Spring	983.00
Polybags - Black Sacks Caretaker	51.14
Bradley Hawkins - Mowing & Strimming Wimpey Field	175.00
Castle Water - Jubilee Pavilion Apr-May	57.64
Dun & Bradstreet Ltd - 3G Contractors Search Tool	414.00
Urban Hygiene Ltd - Graffiti Remover Caretaker	29.49
HMRC - Tax & NI May	1929.82
KCC - MVCP Bioblitz Wimpey Field	420.00
Paxman Printing - Annual Report Spring Additional Copies	165.00
GeoXphere Ltd - Parish Online Annual Subscription	162.00
CSG Global Education Ltd - KCS Stationery	40.78
E-on - Electricity JF Pumping Station Final Invoice	49.43
Payroll Costs June	6317.22

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

Post Office - Residents Survey 3x£100 Vouchers	300.00
Spar Store - Milk Parish Office	1.25
Countrystyle Recycling - Waste Collection April	76.85
British Gas Lite - Electricity Bell Lane Toilets Apr-May	31.51
British Gas Lite - Electricity Surrenden Pavilion Apr-May	33.96
MBC - Council Tax Parish Office Room 1 June	62.00
MBC - Council Tax Parish Office Room 2-3 June	72.00
MBC - Council Tax Bell Lane Toilets June	100.00
MBC - Council Tax Youth Club June	121.00
Sage Payroll - June	9.60
Business Stream - Water Surrenden Pavilion Feb-May	22.48
Business Stream - Water Bell Lane Toilets Apr-May	38.04
Business Stream - Water Wimpey Field Feb-May	76.14
Arron Services Ltd - Hosted Exchange June	271.32
TOTAL CURRENT ACCOUNT EXPENDITURE	14,574.34

TOTAL PETTY CASH EXPENDITURE

1.50

Cllr Hotson and Cllr MacLaughlin signed payment list.

4.2 Summation and balance sheet - Noted

4.3 Contracts list

Cllr Hotson proposed and Cllr Sharp seconded to approve the contract list below: - agreed unanimously

Resolution: to approve the contract list below
Waste water Jubilee Field – Business stream – Est £266.45 per annum
Waste water Youth Club – Business stream – Est £120.45 per annum
Potable water Jubilee Field Pavilion – Castle water Est £288.18 per annum
Licence to erect poppies on lamp posts – KCC Highways - £40.00
Remembrance Day road closure licence – MBC - £75.00

Budget codes - various

Cllr Riordan proposed and Cllr Martin seconded a motion to make the following Direct Debts

Jubilee Field Pavilion

Business Stream – waste water

Castle Water – potable water

Youth Club

Business Stream – waste water

Castle Water – potable water

Agreed unanimously

Cllr Riordan proposed and Cllr Martin seconded to approve the resolution below- agreed unanimously

Resolution: to approve setting up direct debts for the following
Jubilee Field Pavilion
Business Stream – waste water

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

Castle Water – potable water
Youth Club
 Business Stream – waste water
 Castle Water – potable water

Jubilee Field and Youth Club budgets

4.4 Allotment Fees until September 2024

Following a debate Cllr Riordan proposed and Cllr Castro seconded to approve the resolution below – agreed unanimously

Resolution: To approve pro rata allotment fees £10 per plot, per month until September 2024

4.5 Youth Club update

Following a debate Cllr Riordan proposed and Cllr Alesi seconded to approve the resolution below – agreed unanimously.

Resolution: To approve

- a) a broadband contract for the Youth Club – up to £35 per month unlimited and agree to start contract July 2024
- b) Paint the inside of Youth Club – magnolia walls, white ceiling and liaise with Men's Shed – set aside £500

Budget Code – Youth Club

4.6 Defibrillator at the South of the Village (phone box)

Following a debate led by Cllr Castro it was agreed to get a fully automatic defibrillator, with infant /adult controls and an outside case. Also to improve the inside of the phone Box, £80 With regards security, there has been some minor vandalism of the existing ones but this is outweighed by the importance of providing Defibrillator's. Also "induction training" would be useful.

Cllr Riordan proposed and Cllr Castro seconded to approve the resolution below – agreed unanimously

Resolution: To consider

- a) the installation of a fully automatic defibrillator, with infant / adult controls for the Church Green phone Box, an outdoor case and decoration of inside of phone box up to £2,000
- b) Office to liaise with Patrick Blunt to double check when ordering
- c) Arrange induction training for the use of defibrillator – promote to Cllrs / SEHT and public

Budget code – CIL

5. CLERKS REPORT ON OUTSTANDING MATTERS – attached

Clerk raised the point that work on the internal doors at the Jubilee Field pavilion has been done – agreed in consultation with Chairman inline with Part 4.1 of Financial Regulations £120 plus VAT– Jubilee Field budget. That the painting of the internal doors is being done in the next month.

In addition the "buzzer is being relocated" - £80 plus VAT – Jubilee Field Budget

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

As the allotments are now being taken up – Cllr Pett volunteered to be Allotment Champion.

6. PROPOSALS FOR DISCUSSION and DECISION

6.1 3G Multi-Sport Working Group – standing report

Following a debate Cllr Riordan noted that Football Foundation has asked for the overspill car parking to be left off. If it is a MBC planning condition, The Football Foundation will include it in the package / funding for the 3G project.

Cllr Hotson, was un sure of this.

Cllr Hotson noted that the contract specification is a major piece of work and will need some qualified people to draft it.

6.2 Staplehurst NDP Review update

The Clerk emphasised the good work of the group and the need to support the public consultation event on the 6th July 2024 at South hall Staplehurst Community Centre. 11am – 6pm

6.3 Parish Councillors attending Councillor surgeries on a Saturday

Following a debate the following Cllrs volunteered.

Saturday 10am – 12 noon 29 th June 2024 – Cllr Martin
Saturday 10am – 12 noon 27 th July 2024 – Cllr Sharp
Saturday 10am – 12 noon 31st August 2024 – Cllr Martin
Saturday 10am – 12 noon 28 th September 2024 – Cllr McLaughlin

6.4 Litter Pick – autumn 2024

Following a debate Cllr Pett proposed and Cllr Riordan seconded to approve the resolution below – agreed unanimously

Resolution: to approve 26 th October 2024 as the date for the autumn Litter Pick
--

6.5 Volunteer’s Day 13th July 2024

Following a debate which emphasised this is a community / volunteering day to help tidy up the village – important that it is promoted website, social media posters etc

Resolution: To approve the Volunteers Day 13 th July 2024 and set aside £100 Budget code - General Reserves
--

7 CORRESPONDENCE & PARISH ISSUES – NOTED

Community Centre for Debt Advice – thank you

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

8.4 Chairman’s Report

Annual Report – still need some of the rural area to be distributed – Cllr Pett volunteered to do some and would collect this week – but need further volunteers.

Council agreed to get working group meeting agendas and reports out in a timely manner – important to do so.

As working groups can only make recommendations, need to get reports to the Clerk in good time to go to Council meeting’s for a decision.

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

The new "Beat Cops" are doing a good job and have a much higher profile – checking speeding, following up ASB, meetings shop keepers etc and "drop surgery" was well received. Another drop in surgery on 2nd July 2024 at Kin Coffee 11am – 12 noon.

8.5 Committee and working group minutes for noting

8.5.1 Planning Committee minutes of 10th June 2024

8.5.2 Road Safety Group meeting to be confirmed

8.5.3 Jubilee Field Working Group meeting 22nd May 2024

8.5.4 SCEnic minutes of meeting 5th June 2024

Clr Castro noted the inclusion of the Action Plan – really helpful recommend to other groups.

8.5.5 3G multi-sports pitch working group meeting 27th June 2024 to follow

8.5.6 Employment, Finance and Strategy Group meeting 21st May 2024

8.5.7 NDP review minutes of meeting 7th June 2024

8.5.8 Greener Staplehurst Group minutes 21st March 2024 to follow

Clr McLoughlin has been away but sort clarify –

His apologise for absence for EFS Group but not on that group

Sent his apologise for NDP Group – but was not included in apologies

9 REPORTS FROM LOCAL COMMUNITY GROUPS – Noted

Staplehurst PPG meeting notes 11th June 2024; Ani Martin is the new Chairman and Adele Sharp the new secretary – seeking a positive way forward.

Public Forum

A resident offered the Scout leaders to support the delivery of the Annual Reports in the rural area.

10 Confidential

10.1 Police matters - were discussed and Council welcomed the increased presence of Police Officers in the village and noted the drop in surgery on the 2nd July 2024.

10.2 Cleaning service contract – agreed to appoint a Camilla Lucas as a cleaner on a Service Contract for Jubilee Field.

Meeting closed.....9.15.....

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