

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
South Hall, Village Centre
Monday 10th January at 7.35p.m.

PRESENT:

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

1. APOLOGIES:

Apologies were received and accepted from Councillor Sharp for personal commitments.

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. Councillors Lain-Rose and Perry declared an interest in item 5.2 regarding the Youth Club Building, in that Councillor Lain-Rose works for KCC and he advised that he would abstain from the vote. Councillor Perry disclosed his role as a trustee of the Youth Club Group charity.
- 2.3. Requests for Dispensation. Councillor Perry requested and was granted a dispensation to participate in discussion and voting on item 5.2 in accordance with Section 33(2)(c) of the Localism Act 2011.

3. APPROVAL OF FULL COUNCIL MINUTES

- 3.1. Pages 1965 – 1969 of 13th December 2021 available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. It was RESOLVED to APPROVE the minutes to be signed by Councillor Riordan.

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 8th December 2021 to 4th January 2022 totalled £10,027.40; income for the period was £0.

Approved Payments 8th December 2021 - 4th January 2022**Amount**

<u>Approved Payments 8th December 2021 - 4th January 2022</u>	Amount
Homewood Holdings Ltd - Plants, Bark & Sundries GSG (WBF)	135.65
Cllr Reimbursement - Christmas Light Bulbs	158.40
Paxman Printing - Village Update Winter	413.00
Cllr Reimbursement - Community Payback Refreshments	24.00
HMRC - Tax & NI November	2,536.34
South East PAT Testing - Bi-annual PEAT Test	50.00
KCC Commercial Services - Office Stationery	69.60
Cllr Reimbursement - Merit Award Photo Frames Reimbursement	22.10
Staff - WFH Allowance November	26.00
Cllr Reimbursement - Merit Award Vase	9.95
Cllr Reimbursement - Junior Merit Award Vase	9.95
Payroll and Pension costs - December	6,041.99
Post Office Ltd - Merit Awards Gift Cards	250.00
E-on - Street Light Energy November	60.92
Kent County Council - Youth Club Lease Purchase Dec-Mar	212.50
Lloyds Bank Charges - November	7.00

Chairman's initials

TOTAL CURRENT ACCOUNT EXPENDITURE	10,027.40
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TOTAL PETTY CASH EXPENDITURE

0.00

4.2. Summation of Accounts – for noting

NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.

4.3. Report of the Finance and Strategy Group Meeting

NOTED by Councillors and published at [- Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](#)

4.3.1. Parish Council Budget and Precept requirement 2022-2023

It was RESOLVED that the draft budget V5.2 for 2022 – 2023 year be APPROVED and a precept of £214,500.00 be set. This represents an increase in the base rate for a Band D property of approximately £1.23 per annum, which is an increase of 1.66% on the previous year.

4.4. Requests for purchase of various items for the Greener Staplehurst Group

It was RESOLVED to APPROVE by majority the purchase of the items listed; top soil, bark chips, timber and fittings for planting 20 saplings and filling new planters, low maintenance plants for the Jubilee Field entrance, a hand-held petrol auger, some gloves and small tools totalling £1,270 +VAT to be paid from the Welcome Back Fund grant, the Go Wild grant and the GSG annual budget for 2021-22.

4.5. Skate Park painting project

It was RESOLVED to APPROVE the appointment of artist Graham Upton to lead a Youth project to repaint the front facing sides of the skate park to a total spend of £2000. It was noted that funding from the Welcome Back Fund for £2000 is available if the project is completed by the end of March.

4.6. Increase in size of the Village Update

It was RESOLVED to APPROVE that the Spring edition of the Village Update and all further editions of the Village Update be extended to eight pages, increasing production costs to £598.00 per edition plus a 10% contingency of £60 to allow for price increases throughout the year. It was suggested that more volunteers might need to be recruited to deliver village updates due to the increased weight. A member of the public present offered their services to deliver.

4.7. Request for a donation towards Maidstone Lions school defibrillator project.

Councillors were uncertain if Staplehurst Primary School already had a defibrillator and requested that the Clerk explore this. In the event that the Primary School did not currently have a defibrillator it was RESOLVED to APPROVE a pledge of £500 to support the purchase and installation of a defibrillator at Staplehurst Primary School only.

5. CORRESPONDENCE AND PARISH ISSUES**5.1. Emergency Procedures and Scheme of Delegation**

After considerable discussion a motion to amend all references to the number of Councillors required to participate as specified within the draft documents be amended to a majority of Councillors with a minimum of five if for any reason a majority could not be contacted or were not available. This motion was RESOLVED and APPROVED by majority. A motion to adopt the draft document including the approved amendment was RESOLVED and APPROVED by majority. A motion to implement the Scheme of Delegation to take effect after the next Planning Committee meeting on 17th January 2022 was RESOLVED and REJECTED by majority.

Councillor Spearink left the meeting during the discussion of this item.

Chairman's initials

5.2. Youth Club Building and Youth Services Provision

Following confirmation from Staplehurst Youth Group of their intention to close the charity and their wish to hand back the youth club building to the Council, it was RESOLVED to APPROVE the following recommendations; that there be a transition of ownership of the building to Staplehurst Parish Council, that the Parish Council take over the engagement and management of youth services provisions through a 3rd party, that the Parish Office enter into discussion with the Trustees to facilitate the previous two points and that a temporary working group be set up to consider the wider ongoing issues related to this project. Councillor Lain-Rose did not vote on this item.

5.3. Response to KCC on their consultation regarding Library services

Councillors noted the response prepared by Councillor Buller.

5.4. Creation of a recycling point

This item was deferred to the next meeting.

6. PARISH COUNCIL REPORTS

6.1. Clerks Report

This item was deferred to the next meeting

6.2. Oral Reports from Committee/Groups/Councillors

6.2.1. Chairman's report – This item was deferred to the next meeting

7. REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS – For noting

7.1. Borough Councillors Report – Oral reports by Councillor Perry & Councillor Brice

This item was deferred to the next meeting

8. REPORTS FROM LOCAL COMMUNITY GROUPS

None

9. URGENT MATTERS

None.

Chairman.....

PUBLIC FORUM

Before the meeting a resident spoke about the future possibilities for the Youth Club building. Councillor Brice spoke about missed bin collections and commented that the streets where this happens regularly are being monitored as it usually happens due to poorly parked vehicles preventing the refuse vehicle from gaining access. She confirmed that double yellow lines were due to be repainted at Market Street. She also mentioned that community grants were available for community groups but that these would need to be applied for soon, as the deadlines were imminent.

Meeting closed at 9.30pm