

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 15th July 2019 at 7.45 p.m.

PRESENT: Councillors Bowden, Buller, Chapman, Forward, Lain-Rose, Langmaid, Miller, Perry, Rawlinson, Sharp, Spearink, Thomas and Riordan who was in the Chair.
Parish Clerk: Mr MJ Westwood

APOLOGIES: Councillor Walsh whose reason for apology was accepted.

COUNCILLOR DECLARATIONS regarding items on the Agenda:

Changes to the Register of Interests – none declared.

Interests in Items on the Agenda – Chairman Riordan declared an interest in the agenda item relating to the Village Golf and Sports Club, being the Parish Council's representative to the Dawkins Trust.

Requests for Dispensation – Chairman Riordan requested and was granted a dispensation for his term of office as parish councillor office to participate in discussion and voting on items relating to the Village Golf and Sports Club in accordance with Section 33(2)(c) of the Localism Act 2011.

APPROVAL OF FULL COUNCIL MINUTES: Minute pages 1770-1773 of 24th June 2019 were APPROVED by Councillors, signed by Chairman Riordan and made available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>.

FINANCE REPORTS

1. Accounts for payment – for approval. Proposed by Councillor Forward, seconded by Councillor Thomas, the listed accounts for payment were APPROVED. Councillor Lain-Rose abstained. Expenditure for the period 20th June to 9th July totalled £14,882.30; income for the period was £0.00.

<u>Approved Payments 29th May - 19th June 2019</u>	Amount
Choice Support - Planter Maintenance May	391.62
Forestry First - Mowing Chestnut Avenue A229 x4 cuts	312.00
Forestry First - Mowing Staplehurst Youth Club x4 cuts	192.00
GeoXphere - Parish Online Mapping Tool Annual Subscription	108.00
June Payroll & Pension Costs	5143.10
Staplehurst Youth Club -Donation NPRG	50.00
Idea Signs - SPC Fete Banner	54.00
Homeleigh Timber - Caretaker Sundries	16.06
Yew Tree Construction - Skatepark Repaint	4,770.00
Paxman Services (UK) Ltd - Bell Lane Toilet Open/Clean June	695.49
Paxman Services (UK) Ltd - Public Toilet Sundries June	78.86
Staplehurst Youth Club - Youth Worker Project 2nd Qtr	1,000.00
Maidstone Borough Council - Remembrance Day Road Closure Licence	75.00
Choice Support - Planter Maintenance June	391.62
County Fire Protection - Jubilee Pavilion Emergency Light Replacement	816.00
KCC - Remembrance Poppies Street Light Attachment Licence	28.00
Cam-tech Security Ltd - Annual Maintenance Fee	168.00
Staples - Office Stationery	17.50
Staples - Office Stationery	1.14

Land Registry - The Parade Register & Title Plan Searches	54.00
MBC Council Tax - Room 1 July	61.00
MBC Council Tax - Room 2-3 July	71.00
KCC - Youth Club Lease Purchase June-Sept	212.50
E-on - Street Light Energy June	53.00
Countrystyle Recycling Ltd - Waste Bin Collection June	62.98
Information Commissioners Office - Data Protection Registration	35.00
TOTAL CURRENT ACCOUNT EXPENDITURE	14,857.87
TOTAL PETTY CASH EXPENDITURE	24.43

2. Summation of Accounts – for noting. NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.

3. Finance & Strategy Group – Report of meeting 09/07/19 <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/finance--strategic-planning-group/> - NOTED by Councillors. Recommendations:

Section 6 – appointment of new signatory on Parish Council bank accounts and amendment of Financial Regulations to facilitate bank account reconciliation. Proposed by Councillor Buller, seconded by Councillor Lain-Rose, it was RESOLVED: (i) that Councillor Bowden be appointed as a signatory on the Parish Council bank accounts: (ii) that financial regulation 19, page 23, 'Bank Reconciliation', be amended by inserting the italicised words as follows: 'At least quarterly, *a third party or* a member (except those that are signatories or the Chairman of the Council) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO'. It was NOTED that former parish councillor Mrs Gill Smith had volunteered to continue undertaking the task.

Section 7 – submit request to MBC for allocation of some S106 funding to a project at Village Golf and Sports Club. Proposed by Councillor Buller, seconded by Councillor Lain-Rose, it was RESOLVED to request MBC to allocate £7,140 of S106 funds paid by Taylor Wimpey to a project drawn up by the Village Golf and Sports Club to create three new fairways and greens.

Section 8.1 – expenditure on repair work for Jubilee Field pump. Proposed by Councillor Sharp, seconded by Councillor Spearink, it was RESOLVED to accept the quotation of £920 from Maclin Pumps to supply and install new PVC pipework and replace valves.

Section 8.2 – support of CEG recommendation for tree survey on footpath KM312. Proposed by Councillor Lain-Rose, seconded by Councillor Thomas, it was RESOLVED to accept the quotation of £360 from GRS Arboricultural Consultant to carry out the tree survey.

Section 8.3 – expenditure on new parish councillor and office e-mail accounts. Councillors NOTED the advice received from the Parish Council's Data Protection Officer and current industry best practice relating to domain-registered e-mail accounts. Councillors NOTED that Finance & Strategy Group had reviewed three options for delivering new e-mail accounts and that the recommended option could be provided by Arron Services on the following basis: set-up charge £350; annual service charge £200; annual charge for nineteen mailboxes £1,425; remote and on-site support available at extra cost. Proposed by Councillor Thomas, seconded by Councillor Langmaid, it was RESOLVED to commission Arron Services to set up and manage new e-mail accounts for the Parish Office and parish councillors. Councillor Lain-Rose abstained.

Section 8.4 – approval of proposed improvement works at The Parade. Chairman Riordan introduced proposals for the Parish Council to co-ordinate work by local contractors and volunteers (including Community Payback) to: (i) repaint the bollards, bins and benches; (ii) repair the defective parts of the bins; (iii) install two wooden planters on the Offens Drive pavement just north of the Spar entrance, to be maintained by volunteers; (iv) repair and clear the large planted areas, filling with material to be agreed (e.g. chippings, pebbles). He said that total estimated cost of the works would be £3,154 + VAT. Councillor Lain-Rose discussed previous attempts to engage with the freeholders of the private land and

bring about improvements. It was NOTED that the Parish Council had no jurisdiction over the land and actions needed to be agreed with the landlords, shop-owners and/or highways authorities as appropriate. After considerable discussion it was RESOLVED: (a) Community Enhancement Group to identify suitable replacements for the private bins which were in very poor condition; (b) the Parish Council to pursue discussion with volunteers (including Community Payback which was already considering a request) to repaint benches and bollards; (c) obtain and install two planters at Offens Drive near the Spar entrance, as discussed with Kent Highways (permitted dimensions and siting requirements to be reconfirmed); (d) submit to the landlords the Parish Council's proposals for making good the large planted areas and seek confirmation of the landlords' commitment to future maintenance. During the debate about The Parade, Councillor Lain-Rose raised a point of order relating to Councillor Spearink's conduct, in accordance with section D.1 of the Council's Code of Conduct. Councillor Lain-Rose said that he felt that Councillor Spearink had breached the Code of Conduct. Chairman Riordan requested that Councillor Spearink calm down.

Section 9 – Next Quarter Contract Reviews: proposed by Councillor Forward, seconded by Councillor Sharp, the following renewals were AGREED: Parish Office telephone and broadband (BT for two years) £55.99 per month; Surrenden Field premises licence (Sevenoaks D.C.) £75 per annum; website domain name registration (Easyspace) £24.83 per annum; Jubilee Pavilion fire alarm maintenance (County Fire Protection) £80 per annum; data protection registration (ICO) £35 per annum; Wimpey Field mowing and strimming (Contrast Garden Maintenance) £20 per cut; Jubilee Field premises licence (Sevenoaks D.C.) £180 per annum; Office Accounts software (Sage) £168 per annum; Office Payroll software (Sage) £189 per annum; Parish street lights energy supply (E-on) £51.60 per month. It was NOTED that quotations would be sought for the Parish Council insurance policy renewal due at the end of September.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. By-Election for Vacant Parish Council Seat – Notification from MBC of electors' call for by-election (for noting) and request to confirm whether official polling cards are required (for decision). It was NOTED that MBC had received the necessary requests from electors for the parish for a by-election to be held. It was also NOTED that: the formal notice would be issued on 31st July when the window would open for submission of nominations; the closing date for nominations would be 8th August; in the event of a contested election, it would be held on 5th September. It was also NOTED that MBC had estimated that a contested by-election would cost the Parish Council in the region of £4,000 with optional additional costs for the issue of polling cards (with use of second-class post, cost estimated at approx. £2,900). After some discussion, it was RESOLVED by majority vote not to request the issue of polling cards and to utilise all other means to publicise the election (Communications Group to action).
2. Marking 125 Years of Parish Councils – Discussion of suggested commemoration activities (as raised in public forum 24/06/19). Councillor Sharp volunteered to lead organisation of commemoration activities and said she would check availability of the Village Centre in October. Councillors Buller, Lain-Rose and Langmaid offered assistance. Councillor Perry commented that not all parish councils could trace their beginnings back to 1894 but Staplehurst could, which should be a source of pride. Communications Group will explore how to make use of this piece of history.
The meeting having lasted two hours, Councillors RESOLVED to suspend standing order 3.24 to allow selected items to be discussed.
3. MBC Clean Streets Survey – Invitation from MBC to respond to a survey of parishes in the borough (deadline 17/07/19). Councillors AGREED that the Parish Clerk should complete the survey.

4. MBC Local Plan – Invitation for two delegates to attend briefing on 22/07/19 (for decision). Councillor Perry said that he would be attending the briefing. As the briefing coincided with a meeting of the Community Enhancement Group, the Clerk said that he had notified the Chair and Secretary of the Neighbourhood Plan Review Group to see whether group members would be available.
5. Parking in Staplehurst – Report of meeting with representatives of MBC and Kent Police (for noting). DEFERRED.

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

1. Clerk's Report – DEFERRED.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - 2.1. Community Enhancement Group – Minutes of meeting 01/07/19 <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/community--leisure-group/> (for noting) and recommendations: Section 4 - Locate WW1 commemorative bench on land east of the library, subject to owner's agreement: proposed by Councillor Lain-Rose, seconded by Councillor Forward, it was RESOLVED to seek Kent County Council's consent to the siting of the bench on land east of the library and to some cultivation of the grass area; Section 8.1 - Send letter of thanks to Wimpey Field volunteer warden: Councillors expressed their thanks to Mr Robert Roberts and AGREED to send a token of appreciation (Councillor Forward abstained); Section 11.2 – accept quotation for a survey of trees on path KM312: it was NOTED that this had been AGREED pursuant to Finance & Strategy Group's recommendation earlier in the meeting.
 - 2.2. Neighbourhood Plan Review Group – Minutes of meeting 26/06/19 (for noting) <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/neighbourhood-plan-review-group/>. DEFERRED.
3. Oral Reports from Committee/Groups/Councillors – for information only.
 - 3.1. Road Safety Group – Councillor Buller said that Councillors Bowden and Lain-Rose had volunteered to join the Group and requested that their appointment be ratified, which was AGREED. Councillors Chapman and Sharp offered assistance.

REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS for noting: -

1. Borough Councillor's Report – Councillor Perry said that MBC's Policy & Resources Committee had agreed the allocation of £36,000 for 50% of the cost of floodlights and related development at Jubilee Field (Min 1773 also refers). He said that the next full meeting of the borough council would discuss members' allowances.
2. Kent Association of Local Councils – Minutes of meeting 17/06/19 <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>. DEFERRED.
3. Police Report – PCSO Gardner's report for June. DEFERRED.

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

1. Staplehurst Emergency Help Team – Minutes of meeting 06/06/19 <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/emergency-help-team/>. DEFERRED.

URGENT MATTERS (at Chairman's discretion, information only items for noting or for decision at a future meeting)
None.

Chairman.....

PUBLIC FORUM: Before the meeting residents spoke about publicising the parish council by-election, holding a meeting of the Parish Council's Road Safety Group and marking 125 years of the Parish Council. After the meeting Councillor Lain-Rose said that Helen Grant MP planned to undertake a housing survey in Staplehurst.

Proceedings finished at 10.05pm.