

STAPLEHURST PARISH COUNCIL

POLICY GROUP MEETING

19.30 HRS PARISH OFFICE 17 AUGUST 2011

MEETING NOTE

The Policy Group met to discuss the attached agenda. Those attending were Councillors Burnham, Butcher, Green, John Kelly, Paul Kelly, Perry and Spearink.

Agenda item one – progress on current work programme. The following were noted:

- Salt/Grit Bins. This was ongoing; we were waiting a response from the forum.
- Planters. After further discussion it was agreed that as a starting point five should be added and distributed on the basis of one at the youth club, two by the main road, one by the Marden road and one by the Headcorn road. It was recommended that there should be provision made for this in the 2012/13 budget. It was noted that the key issue was ongoing maintenance and it was proposed that the Clerk should make enquiries with Lenham and Coxheath. Action: Clerk to make enquiries.
- Public Toilets. It was noted that the Council had already agreed to the current cleaning contract being terminated. It was also noted that the Toilets would need painting both on the inside and outside. It was agreed that this would be best be done next Spring; in the meantime it was agreed that the Clerk should obtain separate quotes for painting the inside and the outside. Action: Clerk to obtain quotes taking into account advice from Council Members. Finance Group should make provision for this work in the 2012/13 budget. Action Policy Group and Finance Group.
- Street Cleaning. This was ongoing and there was nothing new to report.
- Bus Shelters. The work was now complete.

Agenda item two: progress report on discussions concerning the Village Centre. It was reported that an informal discussion had taken place between Cllrs. Green and Perry and Margaret Arger a Trustee of the Village Centre. The discussion proved very useful and it had been agreed that a small working group be set up with a view to reporting to the Village Centre Management Committee AGM next

February with a proposed way forward. A report had already been made to the Full Council and it had been agreed that Cllr Green and Cllr Paul Kelly would represent the Parish Council with Cllr Perry

as an ex officio member. Action: Cllrs Green and Kelly to liaise with the Village Centre Representatives.

Agenda item three: progress report on security cameras. It was noted that this was being pursued with Maidstone Borough Council. Action: Cllr Perry.

Agenda item four: progress on setting up a Parish Clusters meeting. It was noted that an agenda had been set out and we had had to favourable responses to the 12 September date proposed. Action Cllr. Perry to finalise.

Agenda item five: If we were to pursue Quality Status we would need to review our training programme. This prompted quite a long discussion on the merits of obtaining quality status and it was agreed that this should be put on the agenda of the Full Council. Whatever was eventually decided it was agreed that there was room for improvement in the Council's training programme, especially for new Councillors. Action: Cllr Perry will review the training programme set out in the Council's quality accreditation files.

Agenda item six: any other business; there were two items raised. The first was a report on the outcome of the previous day's KALC meeting regarding the Concurrent Functions Grant. It was noted that this had been quite a success for Staplehurst. KALC had accepted in principle the idea of Service Level Agreements (SLAs) provided there was a transitional period to cover moving over to the new arrangement. Perhaps more importantly Staplehurst would be a pilot study and would report back on progress at the next KALC meeting. This should allow Staplehurst to be in the driving seat. Action: Cllr Perry, Cllr Butcher and Cllr Paul Kelly.

The second concerned the filling of the vacancy on the Parish Council by co-option. After a full discussion it was recommended that this should take place at the next Council meeting on the 5 of September. Action: Cllr Perry to arrange with the Clerk.

Summary of Action Points and Recommendations

- 1. Planters: Clerk to make enquiries regarding ongoing maintenance. Coxheath and Lenham to be contacted.**
- 2. Bell Lane public toilets: Clerk to obtain separate quotes for painting the inside and outside.**
- 3. Village Centre: A small working group has been established. Cllrs Green and Paul Kelly to contact Trustees.**
- 4. PoleCat security camera: Cllr Perry to pursue this Maidstone Borough Council.**

- 5. Parish Clusters: Cllr Perry to finalise meeting with neighbouring parishes; the meeting was currently planned for the 12 September 2011.**
- 6. Quality Status and Training: Cllr Perry to review training programme set out in Staplehurst Parish Council's quality files.**
- 7. KALC and Concurrent Functions: the Clerk together with Cllrs Perry, Paul Kelly and Butcher to liaise and work with MBC to establish a working agreement as part of the pilot study and report back to Staplehurst Parish Council and KALC.**
- 8. Vacancy on Staplehurst Parish Council: Cllr Perry and the Clerk to arrange for the co-option process to take place at the Full Meeting of the Parish Council on the 5 September 2011.**

**John Perry
22 August 2011**