

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 5th September 2016 at 7.30 p.m.

PRESENT: Councillors Ashby, Buller, Burnham, Gosling, Kelly, Lain-Rose, Manning, Perry, Riordan, Sharp, Spearink and Silkin who was in the Chair.
Parish Clerk: Mr M J Westwood

APOLOGIES: Councillors Butcher, Claridge and Reardon.

COUNCILLOR DECLARATIONS regarding items on the Agenda:-

Changes to the Register of Interests – none declared.

Interest in Items on the Agenda – none declared.

Requests for Dispensation – none requested.

APPROVAL OF FULL COUNCIL MINUTES Minute pages 1553-1556 of 15th August 2016 were proposed for approval by Councillor Lain-Rose, seconded by Councillor Burnham, APPROVED by Councillors, signed by Chairman Silkin and made available at http://staplehurstvillage.org.uk/minutes_of_the_last_meetings.aspx.

FINANCE REPORTS:-

1. Jubilee Field Pump Repair – Quotation (for approval). Councillors AGREED to accept the quoted price of £515 plus VAT for replacement of the guide rails but asked the Clerk to determine whether the work could be held over until the next scheduled service.
2. Parish Council Insurance Policy – Annual Renewal (for approval). Councillors AGREED to renew the Parish Council's insurance policy at a cost including Insurance Premium Tax of £4.402.32. They noted that this was the second year of the three year term agreement with Came & Company and that the increased rate of Insurance Premium Tax had caused most of the 2016 increase in premium.

CORRESPONDENCE & PARISH ISSUES for decision or noting:-

1. Citizens Advice Maidstone – Invitation to AGM 12/09/16. Councillor Manning said he would attend the meeting.
2. Community Led Housing – Invitation from NALC to complete survey (by 30/09/16). *Deferred from 15th August.* Councillor Riordan volunteered to review the survey and report back.
3. Developing capacity to deliver council services – Invitation from NALC to complete a survey about shared service delivery and other initiatives (by 30/09/16). *Deferred from 15th August.* Councillor Ashby volunteered to review the survey and report back.
4. Dog Bins – Proposal to request installation of litter bins to replace removed dog bins at selected locations. Councillor Spearink stated that he had been lobbied on this subject. In the light of the report considered by MBC's Communities, Housing and Environment Committee on 19th July, which set out plans to remove borough dog bins and replace selectively with general litter bins, Councillor Buller said that she had reviewed the locations of dog bins in Staplehurst. Her conclusion was most were not near ordinary litter bins and therefore replacement litter bins would be needed in such cases. Councillor Perry said that MBC had not made decisions about specific sites and that pilot schemes would be tried in locations including Staplehurst. Councillor Spearink suggested additional provision in Bell Lane, at Wimpey Field and by Bank House. Councillors AGREED that the Clerk should write to MBC with recommendations and an offer to collaborate in the project.

5. Emergency Planning Exercise 27/09/16 – Appeal from Kent Resilience Forum for Volunteers. *Deferred from 15th August.* Councillors NOTED the invitation. Chairman Silkin said he would be attending the exercise.
6. Hawkhurst Neighbourhood Plan – Invitation from Tunbridge Wells BC to comment on Regulation 16 consultation. Councillor Buller volunteered to review the plan to identify any implications for Staplehurst and report back.
7. Kent County Council Local Transport Plan 4 – Consultation: closing date 30/10/16. *Deferred from 15th August.* Councillor Burnham volunteered to review the consultation and report back.
8. Maidstone Borough Local Plan – Advice of dates for examination hearings. *Deferred from 15th August.* The Clerk highlighted that on 8th November starting at 10.00am the hearing would cover Rural Service Centres including Staplehurst in accordance with the inspector's agenda previously circulated to councillors (to be published by MBC at <http://www.maidstone.gov.uk/residents/planning/local-plan/examination>).
9. Maidstone Borough Council Community Infrastructure Levy – Draft Charging Schedule Consultation: closing date 16th September 2016. *Deferred from 15th August.* Chairman Silkin volunteered to review the consultation and report back.
10. Mayor's Visit to Staplehurst 14/07/16 – Correspondence (for noting). *Deferred from 15th August.* Councillors NOTED the Mayor's message of thanks to Councillor Spearink for the organisation of his visit to Staplehurst on 14th July 2016.
11. Village Clean-Up – Information about event scheduled for 17th September. *Deferred from 15th August.* Councillor Buller reported that arrangements were in hand for the clean-up and invited potential participants to book their preferred roads to clean. Councillor Riordan volunteered to provide transport to collect litter from the station area.
12. Parish Surgery – (i) Written and verbal reports on parish surgeries held 6, 13, 20, 27 August and 3 September (TB/JB/PS/RS). Subjects covered were: proposals for changes to the crossroads; Sainsbury's plans; problems caused by parking on pavements. Councillors asked the Clerk to write to relevant parties. Councillor Buller advised that the library had a display board available for use during surgeries. (ii) Appointment of representatives for future dates: 17th September Councillor Gosling; 24th September Councillor Kelly.

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

1. Clerk's Report – The Clerk reported that the Caretaker had replaced the wooden beam in the Surrenden Field play area and that the lock on the pavilion had been repaired.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - a) Housing Survey – Update on proposed arrangements and approval of part-payment. Councillors NOTED that the survey would be sent out in September. Proposed by Councillor Lain-Rose, seconded by Councillor Burnham, Councillors APPROVED advance payment of 50% of the previously agreed (Min1525) fee of £2,714 plus VAT (10 – For; 1 – Against; 1 – Abstention).
 - b) Neighbourhood Plan – Note on Examiner's Report and Next Steps. *Deferred from 15th August.* Councillors NOTED that on 13th September MBC Strategic Planning, Sustainability and Transportation Committee would discuss a recommendation that subject to the Examiner's proposed modifications the Staplehurst Neighbourhood Plan should proceed to referendum. Councillors Buller and Perry said they would attend the meeting. Councillors AGREED to accept the modifications proposed by the Examiner and to ask the Neighbourhood Plan Steering Group and FERIA Urbanism to implement them.
 - c) Play Scheme – Report on 2016 scheme. Councillors NOTED Councillor Buller's report (published at <http://www.staplehurstvillage.org.uk/playscheme.aspx>) and that the scheme had proved to be very popular, offering a good range of activities and

excellent facilities. Councillors asked the Clerk to write to Staplehurst School to express thanks for use of the facilities.

- d) Strategy & Policy Group – Report of meeting 08/08/16 (published at http://www.staplehurstvillage.org.uk/policy_group.aspx) and recommendations (for decision). *Deferred from 15th August.* Chairman Silkin discussed the Group's recommendations which were AGREED as follows: (i) proposed by Chairman Silkin, seconded by Councillor Manning, parish council groups and council representatives on community groups should make a written report to Full Council at least once a year; (ii) proposed by Chairman Silkin, seconded by Councillor Manning, all groups are encouraged to report all meetings and preferably in writing; any issues for decision must be submitted in writing; (iii) proposed by Chairman Silkin, seconded by Councillor Ashby, to prepare a new CCTV policy via the process set out in section 5 of the Group's meeting report; (iv) proposed by Chairman Silkin, seconded by Councillor Gosling, to adopt amended Financial Regulations and Standing Orders as set out in section 8 of the Group's meeting report and the Clerk's supplementary note dated 30th August; councillors noted that the changes had been largely occasioned by changes to public contracts regulations and followed recommendations by the National Association of Local Councils; (v) proposed by Chairman Silkin, seconded by Councillor Gosling, to adopt the updated terms of reference for Finance Group. All newly adopted documents are to be published at http://www.staplehurstvillage.org.uk/policies_information.aspx.
- e) Tree Walk – Information about proposed event on 15th October. *Deferred from 15th August.* Councillors NOTED that on 15th October a warden from the Kent Tree and Pond Partnership would lead a walk in Staplehurst starting at 10.00am and that further details would be published nearer the time.
3. Verbal Reports from Committee/Groups/Councillors – for information only
- a) Publicity and Website Group – Councillor Buller reported that the next Village Update was scheduled for issue at the end of October.

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

1. Borough Councillor's Report – Councillor Perry said that at its meeting on 6th September MBC Heritage, Culture & Leisure Committee was due to discuss a proposal to grant a new lease to Staplehurst Parish Council for Surrenden Field and that he intended to raise the question of the freehold's availability. He reported that he understood further proposals for the crossroads were coming forward and that he had stressed how important it was for all parties including the parish council to be engaged.
2. PCSO Report – PCSO Gardner's August report showed nine crimes: two thefts; two thefts of motor vehicles; one burglary other than dwelling; one criminal damage; one theft in a dwelling; one burglary other than dwelling (ATM machine) and one theft of the vehicle used to steal the ATM, the latter two crimes being investigated by major crimes unit.

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting):-

1. Churchyard Liaison Committee – Report of meeting 10/08/16. Councillors NOTED the report which was published at http://www.staplehurstvillage.org.uk/sub_groups_2.aspx. Councillor Kelly reported that the churchyard budget would need to be reviewed to meet anticipated work needs.
2. Staplehurst Neighbourhood Watch – Minutes of Meeting 21/07/16. *Deferred from 15th August.* Councillors NOTED the minutes which were published at http://www.staplehurstvillage.org.uk/police_liaison.aspx.

URGENT MATTERS (at Chairman's discretion, information only items for noting or for decision at a future meeting)
No items were raised.

SPECIAL MOTION & REPORT- STAFF ISSUES:-

1. To move that the public be excluded from item 2 due to its confidential nature. As no member of the public was present the motion was not moved.
2. To consider Staff Group's report and recommendations on the caretaker's pay. Councillors considered the Staff Group's report dated 25th July 2016 which had been circulated before the meeting and AGREED that the rate of pay for caretaker duties be increased as set out in sections three and four of the report.

Chairman.....

PUBLIC FORUM: Before the meeting a resident expressed his displeasure with the amount of vegetation intruding onto footpaths.