

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 5th August 2019 at 7.30 p.m.

PRESENT: Councillors Bowden, Buller, Chapman, Forward (from the point indicated in the minutes), Lain-Rose, Langmaid, Miller, Perry, Rawlinson, Sharp, Spearink, Walsh and Riordan who was in the Chair.

Parish Clerk: Mr MJ Westwood

APOLOGIES: Councillor Thomas 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 Community Enhancement Group's meeting report because it contained a section about Jubilee Field and he was Chairman of the Management Committee.

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

APPROVAL OF FULL COUNCIL MINUTES: Councillor Lain-Rose requested the addition of the following words on page 1776, immediately prior to the paragraph commencing 'Section 9': "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." The request having been approved by majority vote, subject to this addition, minute pages 1774-1777 of 15th July 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 Bowden, seconded by Councillor Langmaid, the listed accounts for payment were APPROVED. Councillor Lain-Rose abstained. Expenditure for the period 10th July to 30th July totalled £11,188.99; income for the period was £2,235.70.

Approved Payments 10th July - 30th July 2019

	Amount
Mira Martin - Community Warden Winter Warmer Funds	73.83
HMRC - 1st Quarter Tax & NI Apr-Jun	4,016.13
Bank Charges June	10.40
Sevenoaks DC - Premises Licence Jubilee Field	180.00
KCS - Photocopier Rental July-Sept	187.06
Aylesford Electrics - Chapel Lane Street Light Survey	351.00
Aylesford Electrics - The Parade CCTV Investigation	351.00
Homeleigh Timber - Caretaker Boots	55.00
July Payroll & Pension Costs	5,276.10
Cllr Travel Expenses	21.00
Staff Travel Expenses	10.18
Cllr Reimbursement re Parade Planter Screw Fixings	22.18
Commercial Services - SF Landscape Maintenance 2nd Qtr	515.70
KCC - Xmas Motif Attachment to Street Lighting Licence	28.00
Amazon - Memory Sticks	17.59

Amazon - Velcro Dots	6.03
World of Felco - Garden Secateurs	35.50
High Street Vouchers - National Garden Centre Gift Voucher	25.00
TOTAL CURRENT ACCOUNT EXPENDITURE	11,181.70
TOTAL PETTY CASH EXPENDITURE	7.29

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

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. By-Election for Vacant Parish Council Seat – Amended information from MBC relating to the cost of issuing official poll cards (Min1776). Councillors NOTED that MBC had provided a revised estimate of the costs that would be generated by a contested parish council by-election. They also NOTED that the figures were lower than provided for the Parish Council's meeting on 15th July when councillors had decided not to request poll cards, the new figures being £3,504.93 for the election and £2,106.31 for the optional poll cards. After some discussion, it was RESOLVED by majority vote to request MBC to issue poll cards in the event of a contested election. *Councillor Forward joined the meeting during this item and did not participate in the discussion or the vote.*
2. Maidstone Borough Council Community Infrastructure Levy Regulation 123 List Review Consultation – Invitation to comment (deadline 06/09/19) <https://www.maidstone.gov.uk/community-infrastructure-levy>. Councillors observed that the proposed changes to the CIL charging schedule were minor and that the list of four borough locations for new schools to be funded by developer S106 contributions was not an exclusive one.
3. Maidstone Borough Local Plan Review Regulation 18 Consultation – Invitation to Comment (deadline 30/09/19) <https://www.maidstone.gov.uk/home/primary-services/planning-and-building/primary-areas/local-plan-review>. Councillors expressed thanks to Mr Tom Burnham and Mr Robin Oakley for attending MBC's briefing on the Local Plan Review and for their helpful report. Councillors Buller and Lain-Rose volunteered to review the consultation questions and, through the Neighbourhood Plan Review Group, bring forward a proposed response for Full Council.
4. National Association of Local Councils - request for views on questions 1, 3 and 11 of the Information Commissioner's Office consultation on the data sharing code of practice (deadline 18/08/19) <https://ico.org.uk/media/about-the-ico/consultations/2615361/data-sharing-code-for-public-consultation.pdf>. Councillors requested the Clerk to respond on behalf of the Parish Council.
5. Parish Council Surgery – (i) Report on surgery held 27/07/19: Councillor Perry said that one visitor had asked about possible MBC support for a local festival; (ii) Appointment of representatives at next surgery: Councillors Bowden and Buller volunteered to attend the next surgery with Councillor Perry on the rescheduled date of 24/08/19.
6. Parking in Staplehurst – Report of meeting with representatives of MBC and Kent Police (for noting) (deferred from meeting 15/07/19). Recommendation that Full Council pursue the addition of double yellow lines on the bend opposite the Primary School entrance (for decision). The report was NOTED by Councillors. Chairman Riordan commented that MBC officers had visited Staplehurst and taken action against parking offenders; both the police and MBC need to base any action they take on appropriate legislation and regulations. He said that attendees at the meeting felt that the area around the school entrance was a priority for measures to improve safety. Proposed by Councillor Lain-Rose, seconded by Councillor Sharp it was RESOLVED to: draw up options for parking measures to apply to the Gybbon Rise bend by the school entrance, excluding the bay area; consult residents of Gybbon Rise and Bower Walk about the proposals; liaise with Borough Councillor Brice and County Councillor Hotson in view of their interest in the subject.

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

1. Clerk's Report – The Clerk commented on several items. A BioBlitz would take place at Wimpey Field on 07/08/19. The next site meeting with Redrow Homes would be held on 15/08/19. A meeting had been held with MBC to discuss its new requirements for supporting litter-picking events and activity. The Clerk was still awaiting the final correct documentation covering the new lease of Surrenden Field, which would then have to be executed on behalf of the Parish Council. A car had gone through the hedge onto Surrenden Field and the Parish Office had followed up the incident with the driver; the Clerk thanked Mr Luke Wallond who had promptly and voluntarily replaced the damaged section of fence. A break-in at the Jubilee Field container had been reported to the police; Councillor Lain-Rose suggested that the adequacy of the Field's lighting and alarm be checked. It was planned to implement the new e-mail addresses for the office and councillors in September.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - 2.1. Community Enhancement Group – Report of meeting 22/07/19 – NOTED by Councillors; published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/community--leisure-group/>. In relation to section 6 of the meeting report (Jubilee Field), Chairman Riordan commented that he had discussed with football club representatives whether alcohol had been sold at Jubilee Field; he had been assured that no sales had been undertaken but on one occasion donations had been accepted for drink. Councillor Lain-Rose said that he as Designated Premises Supervisor and the Parish Council as licence-holder needed to be approached about any events involving sale or supply of alcohol. Recommendations: (i) Amend the Group's terms of reference as set out in section 4 of the meeting report; RESOLVED: amend section 5 of the Group's terms of reference to read 'Group members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair and Vice-Chair of the Group for the following year'; (ii) Approve the donation to Kenward Trust (section 5 of report): having NOTED that the donation would be a contribution to a specific project, Councillors RESOLVED to APPROVE the donation of £100; *During the next item, the meeting's duration having reached two hours, Councillors RESOLVED to suspend standing order 3.24 and to extend the meeting by thirty minutes.* (iii) Approve expenditure on litter bins for the Parade (section 9 of report): Councillors recognised that the Parish Council had no jurisdiction over the Parade which was in private ownership, but they concurred on the need for improvement measures; Chairman Riordan advised that there was not a means to implement the decision and it should be referred to Community Enhancement Group; Councillor Lain-Rose said that Community Enhancement Group was not the appropriate forum and that it should be referred to the Chairman and the Clerk; Councillors NOTED that the Clerk had written to the landlords about the Parish Council's concerns and plans; they RESOLVED to APPROVE IN PRINCIPLE the proposed expenditure on five black Glasdon Jubilee 110 litter bins at £597.33 each, subject to satisfaction with all additional costs relating to removal of the old bins and installation of the new ones. Councillor Lain-Rose requested a named vote: For – 9: Councillors Bowden, Buller, Forward, Lain-Rose, Langmaid, Miller, Perry, Rawlinson, Sharp; Against – 4: Councillors Chapman, Riordan, Spearink, Walsh. During the debate concerning the bins, Councillor Lain-Rose used language to which Councillor Spearink objected as inappropriate. Chairman Riordan noted the objection.
 - 2.2. Neighbourhood Plan Review Group – Minutes of meetings 26/06/19 and 24/07/19 were NOTED and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/neighbourhood-plan-review-group/>. Recommendations: (i) Full Council write to the Governors of Staplehurst Primary School asking about their future plans to accommodate children from new housing developments – AGREED; (ii) Full Council request from Kent Education Authority their projection of primary and senior school

places for Staplehurst children – AGREED, to include places both within and outside the parish; (iii) Full Council write to the Village Centre Trust about their proposals for the development of the Village Centre – NOT AGREED; it was NOTED that the Management Committee had provided information after its AGM, which had been published on the Centre’s page on the Parish Council website <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/village-centre-management/>; (iv) Full Council write to Southern Water, copy to Helen Grant MP, requesting them to confirm their proposals for delivering foul sewage from Hen and Duckhurst Farm to Couchman Green Lane water treatment plant – AGREED, with a request that the letter also be copied to Maidstone Borough Council.

- 2.3. Road Safety Group – Report and recommendation that the Parish Council apply to be part of a 20mph zone pilot study to be undertaken by Kent County Council. Councillors NOTED the report (published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/road-safety-task-and-finish-group/>) recommended for consideration as a 20mph zone an area west of the High Street, bound by Offens Drive and Bathurst Road. Councillors AGREED to submit a request to be part of the pilot study.
3. Oral Reports from Committee/Groups/Councillors – for information only. DEFERRED. Councillor Spearink said that he had wished to speak.

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

1. Borough Councillor’s Report – Councillor Perry reported: the Mayor’s tea party had been a great success; he had attended the briefing on the Local Plan Review consultation; MBC had established a climate change group; MBC had voted not to increase the level of councillor 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.
2. Staplehurst Patient Participation Group – Minutes of meeting 10/07/19 <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/staplehurst-health-centre/>. 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 the cost of a contested Parish Council by-election and the recommendation of the Road Safety Group. After the meeting residents spoke about the importance of recognising train travel by schoolchildren, the lead time for installing parking restrictions and the date for an event to mark 125 years of the Parish Council (potentially 26th October).

Proceedings finished at 10.05pm.