

## MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL

Virtual Meeting via Zoom video-conference  
Monday 20<sup>th</sup> July 2020 at 7.00p.m.

**PRESENT:** Councillors Bowden, Buller, Castro, Forward, George, Lain-Rose, McNeill, Miller, Perry, Rawlinson (from the point indicated in the minutes) Sharp, Spearink, Thomas and Riordan who was in the chair.  
Parish Clerk: Miss N Ideson

**APOLOGIES:** Councillor Chapman sent his apologies; these were 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 Accounts for payment and said he would abstain from discussion and voting.

Requests for Dispensation – none were requested.

**APPROVAL OF FULL COUNCIL MINUTES:** Proposed by Councillor Miller, seconded by Councillor Sharp, minute pages 1839-1843 of 29<sup>th</sup> June 2020 were APPROVED by Councillors, to be signed by Chairman Riordan and made available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. Councillors Forward, Thomas, Lain-Rose and Perry abstained from the vote as they were not present for all or part of the meeting held on 29<sup>th</sup> June 2020.

**FINANCE REPORTS**

- Accounts for payment – for approval. Proposed by Councillor George, seconded by Councillor Perry, the listed accounts for payment were APPROVED. Councillor Riordan abstained. Expenditure for the period 24<sup>th</sup> June 2020 to 14<sup>th</sup> July 2020 totalled £7,026.70; income for the period was £2,379.44.

**Approved Payments 24th June - 14th July 2020****Amount**

<b>Approved Payments 24th June - 14th July 2020</b>	<b>Amount</b>
PJ Riordan - Covid-19 EHT Reimbursement	50.00
Mrs P Payne - Covid-19 EHT Reimbursement	159.66
Mrs P Payne - Covid-19 EHT Reimbursement	151.00
Homeleigh Timber - Sadolin & Bitumen re Planters Station Rd	53.23
Iden Business Services Ltd - Internal Audit Fees to 31Mar20	480.00
Sevenoaks DC - Premises Licence Jubilee Field	180.00
Alec Horton - Trencher Hire Greener Staplehurst Group	120.00
KALC - Web Accessibility Webinar	60.00
Paxman Services (UK) Ltd - Bell Lane Toilets Clean/Open Jun	695.49
Paxman Services (UK) Ltd - Bell Lane Toilets Sundries Jun	28.12
Paxman Printing - Annual Report	543.00
Homeleigh Timber - Plantex Weed Control Planters Stn Rd	40.00
Staplehurst Youth Club - Youth Worker 2/4	1000.00
Cam-tech Security - Annual Maintenance Fee	168.00
Kent County Playing Fields Association - Annual Subscription	20.00

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HMRC - Tax & NI June	2,110.68
KCS - Photocopier Rental Jly-Sept	187.86
Staplehurst Monarchs - Third party Covid-19 EHT Funds	250.00
CLlr Reimbursement - Community Payback Refreshments	29.10
Google Commerce Ltd - Video Doorbell re parish office	229.00
MBC - Council Tax Room 1 Jly	62.00
MBC - Council Tax Room 2-3 Jly	72.00
Arron Services Ltd - Hosted Exchange Service Jly	171.00
Business Stream - Bell Lane Toilets Water June	47.80
E-on - Street Light Energy June	53.00
Countrystyle Recycling - Waste Collection June	65.76
<b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>	<b>7,026.70</b>

**TOTAL PETTY CASH EXPENDITURE**

0.00

2. Summation of Accounts – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
3. Office COVID-19 – A proposed budget of £1000 to install safety and hygiene equipment to make the office COVID-19 secure, in preparation for when the office staff feel safe enough to return to work. Councillor McNeill offered to do some research into the potential costings of the work; he was advised of a preliminary/guidance amount of £1500 to keep in mind.

**CORRESPONDENCE & PARISH ISSUES for decision or noting:**

1. Donations – Councillors NOTED a thank you letter received from The Citizens Advice Bureau after the Council had made a charitable donation.
2. Sainsbury's Petrol Station Letter – Councillors NOTED a letter from Sainsbury's stating that Sainsbury's will no longer be pursuing the development of the Petrol Station, High Street, Staplehurst.
3. BT Telephone Box Contract – Proposed by Councillor Sharp, seconded by Councillor Thomas it was RESOLVED to APPROVE the formal contract with BT to adopt the old BT telephone box at Church Green. The emergency services will be informed and appropriate signage installed as per the requirements of the contract.
4. Reopening of the Disabled Parade Public Toilet – Recommendation from the Community Enhancement Group to reopen and redecorate the disabled parade toilet. Access could be gained via a radar key which would be held at the Library and SPAR. Disabled users may also have their own personal radar key that they could use. Councillors NOTED the proposal; more information and research were requested.
5. VJ Day – Councillors discussed how to mark VJ day and it was decided to lay a floral tribute at the Staplehurst Village sign next to the library; this will be laid by the Scout Leader and two accompanying Scouts. It was thought too precarious still to try and arrange a public gathering. The Parish Council will be promoting a two minute silence on VJ day 15<sup>th</sup> August 2020. Councillors George and Sharp will liaise with the Parish office to take arrangements forward.
6. Hen & Duckhurst Site – Councillors NOTED A letter sent by the SPC Chairman, Councillor Riordan, addressing the drainage/sewage problems arising from the building on the site. A reply from MBC Enforcement stated that an investigation has been launched.

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Further to this it was then decided to arrange a site meeting with Southern Water to find out possible options.

7. Updated Model Code of Conduct – Councillors NOTED a new draft Model Code of Conduct sent from Mid Kent Legal Services, which was the subject of a current Consultation of the Local Government Association. Once the Model Code of Conduct has been confirmed Staplehurst Parish Council will need to amend its current Code of Conduct accordingly.
8. Local Outbreak Control Plan – Councillors NOTED the Local Outbreak Control Plan received from KCC. MBC will now be issuing their own plan based on this.

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

1. Clerk's Report – The Clerk reported that the telecommunications street cabinet for which siting had been approved at the meeting held on 29<sup>th</sup> June 2020 (Min page 1841) had been relocated further down the High Street on land that was not owned by the Parish Council.
2. The Clerk and the Chairman expressed their thanks and recognition to the Caretaker after putting in a lot of effort and hard work in getting the Surrenden play area tidied, and for keeping the litter problem under control in the open area of the Surrenden Field. The Chairman announced that the Community Payback team had returned to work in the village this had included hedge trimming and strimming of Nicholson Walk and the Jubilee Field where a large amount of litter had also been cleared.  
The Charmain also thanked Kent & Sussex Tree Care for repairing a tree, free of charge, that had been damaged at the Wimpy Field
3. Written Reports on Committee, Group and Project activities –
  - 2.1 Community Enhancement Group – Councillors NOTED the meeting note from the Community Enhancement Group meeting held on 25<sup>th</sup> June 2020. It was published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/community--leisure-group/>
  - 2.2 Community Enhancement Group Terms of Reference – Proposed by Councillor Forward, seconded by Councillor Perry it was APPROVED to accept the amendments to the Terms of Reference. They were published on the Parish Council website <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>
  - 2.3 Staplehurst Emergency Help Team – Councillors NOTED a thank you email from Councillor Castro to his volunteer team. Councillors would like to formally thank Councillor Castro and David Staunton - Lambert for all of their efforts.

(Councillor Rawlinson joined the meeting)

- 2.4 Ratification of Group Membership – Councillors clarified which groups they would be members of for the current year. Resulting group memberships were as follows, noting that Councillors Riordan and Perry were ex-officio members of all groups:
  - 2.4.1 Communications Group - Councillors Bowden, Castro, George, Rawlinson, Riordan, Spearink,
  - 2.4.2 Community Enhancement Group - Councillors Bowden, Buller, Lain-Rose, Miller, Rawlinson, Riordan, Sharp, Thomas
  - 2.4.3 Employment Group – Councillors Bowden, Buller, Forward, Lain-Rose, Miller, Perry, Riordan.
  - 2.4.4 Finance & Strategy Group – Councillors Bowden, Buller, Forward, Lain-Rose, Perry, Riordan.
  - 2.4.5 Greener Staplehurst Group Councillors Castro, George, Riordan, Thomas.

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- 2.4.6 Neighbourhood Plan Review Group - Councillors Bowden, Buller, Forward, Perry, Riordan, Sharp. Borough Councillor Brice. Resident Members: Margaret Arger; Robin Oakley; Robin Kenworthy; Colin Love; Tom Burnham; Gill Smith; John Kelly.
- 2.4.7 Road Safety Group - Councillors Bowden, Buller, Forward, Sharp. Resident Member: Malcolm Buller.
- 2.4.8 Planning Committee - Councillors Bowden, Buller, Forward, Riordan, Sharp, Thomas.

### **APPOINTMENTS TO LOCAL COMMUNITY GROUPS AND ORGANISATIONS**

The following representatives were appointed:

- 2.4.9 Staplehurst Community Events Group – Councillor Castro.
- 2.4.10 Churchyard Liaison – Councillors Perry, Spearink
- 2.4.11 Headcorn Aerodrome Consultative Committee - Councillor Perry, (Councillor Riordan as deputy)
- 2.4.12 Jubilee Field Management Committee - Councillors Miller, Perry, Riordan
- 2.4.13 McCabe Day Centre - Councillor Buller
- 2.4.14 Neighbourhood Watch - Councillors Buller, Thomas
- 2.4.15 River Beult Catchment Improvement Group – Councillors George, Perry, Spearink.
- 2.4.16 Sobell Cheshire Home - Councillor Rawlinson (Councillor Perry as deputy)
- 2.4.17 Speed Watch - Councillors Buller, Forward
- 2.4.18 Staplehurst Emergency Help Team – Councillors Bowden, Castro, Riordan, Sharp
- 2.4.19 Staplehurst Fireworks Group – Councillors Rawlinson, Riordan
- 2.4.20 Staplehurst Library Users' Group – Councillors Buller, Castro, George, Sharp
- 2.4.21 Staplehurst Patients' Participation Group - Councillors Miller, Riordan, Sharp
- 2.4.22 Staplehurst Remembrance Day Group - Councillors Sharp, Spearink
- 2.4.23 Staplehurst Community Centre CIO – Councillor Riordan to be the Parish Council's nominated trustee [Councillor Sharp is a trustee in an individual capacity]
- 2.4.24 Village Sports & Social Club – Councillor Riordan
- 2.4.25 Youth Club – Councillor Rawlinson [Councillor Perry remains a trustee]
- 2.4.26 KALC Area Committee - Councillors Riordan and Forward as voting representatives [Councillor Perry sits as MBC Parishes Representative].
- 2.4.27 Transport Accessibility Group – Resident representative Robin Oakley.

2.5 Social Media Policy – Proposed by Councillor Thomas, seconded by Councillor Rawlinson, the new Social Media policy was APPROVED subject to some wording amendments. It was published on the Parish Council website

<https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>

2.6 Reopening of Surrenden Play Area – Proposed by Councillor Lain- Rose, seconded by Councillor Buller it was APPROVED that the Surrenden Play Area would remain officially closed until further notice. It was thought that it was still too precarious to allow unsupervised children in particular to use the play area. This item will be reviewed regularly.

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

1. Borough Councillors Report – Councillor Perry commented that the first virtual MBC Full Council meeting went smoothly. At the MBC Planning Committee, contrary to the recommendations of the Head of Planning and Development, the Committee had voted to refuse an application from a developer applying to build 440 houses on land West of Church Road in Otham. This decision was upheld by the Policy & Resources Committee.
2. Police Report from PCSO Gardener – Councillors NOTED that a total of 7 crimes had been reported, in Staplehurst in June 2020.

Chairman's Initial.....

Chairman.....

**PUBLIC FORUM:**

One member of the public attended as an observer.

Proceedings finished at 8.55pm

Awaiting Adoption

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