

# STAPLEHURST PARISH COUNCIL

## MINUTES OF MEETING

### 18<sup>TH</sup> SEPTEMBER 2023

#### **Public Forum – No questions**

#### **Borough Councillor's Report (Standing Item):**

Cllr Perry update;

- that the MBC budget for 2024/25 was on track – likely to be a 5% increase in precept and up to 5% increase in fees. Already looking at 2025/26 budget.
- Local Plan – proposed modifications are back from inspector – Staplehurst housing numbers appear unchanged – will report in due course.

Cllr Riordan update;

- Attended Planning Training and circulated to Parish Councillors – really good training, recommended to those Cllrs on Parish Planning Committee
- Has been dealing with a number of resident issues and Policing Matters.

Cllr Hotson asked if the Clerk could write to the Police for an update report on Policing Matters in Staplehurst.

#### **County Councillor's Report (Standing item):**

Cllr Parfitt-Reid updated Council on a number of issues including;

KCC Budget setting for 2024/25 is very challenging – some rumours that KCC may need to declare 114 (administration) which would mean the Government appoints Commissioners to run the Council and focus on just statutory services – this is not the case.

Some services are under pressure, for instance; Adult Social Care, Education, Transport (potholes) SEND expenditure increasing rapidly and pressure on Kent from Unaccompanied Asylum Seeking Children. We are having to review services, seek increase in incomes and challenging decisions will have to be made potentially around closure of Tovil Tip, number of Community Wardens etc

However, good progress being made; 92% of schools rated good or outstanding, Government funding for Children's Hubs, Environmental Services performing well.

Attended a positive meeting regarding the Cranbrook Road, pelican pedestrian crossing, footpath and bus stop improvements plus extending 30mph zone. Looking forward to the feasibility report and hopefully this important project is progressing.

**Present:** Cllrs Riordan, Ash, Pett, Perry, Farragher, Alesi, Eerdeken, Martin, McLaughlin, Castro, Hotson, Mclean.

Signed by Chairman.....Dated.....

1. **APOLOGIES:** Cllrs Arger, Sharp and Ahmed.

2. **COUNCILLOR DECLARATIONS regarding items on the Agenda:**

- 2.1. Declarations of Lobbying - Na
- 2.2. Changes to the Register of Interests - NA
- 2.3. Interests in Items on the Agenda – Cllr Alesi – item 4.5
- 2.4. Requests for Dispensation - NA

3. **APPROVAL OF FULL COUNCIL MINUTES:**

Pages 2134 – 2138 of 29<sup>th</sup> August 2023 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](http://Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge (staplehurst-pc.uk)) Cllr Castro proposed and Cllr Eerdekenes seconded to approve minutes agreed by majority 11 for 0 against and 1 abstained, duly signed by Councillor Riordan.

4. **FINANCE REPORTS & PROPOSALS**

4.1 **Payment list**

Cllr McLaughlin proposed and Cllr Farragher seconded to approve the payments list below;

<b><u>Approved Payments 23rd August - 12th September 2022</u></b>	<b><u>Amount</u></b>
Staplehurst Community Centre - Hall Hire Sept-Dec	583.25
Staplehurst Community Centre - Rent Sept-Dec	1400.00
P&F Cleaning Services Ltd - Bell Lane Toilets Clean/Open/Sun	995.00
Choice Support - Planter Maintenance - August	410.80
Miss C Lucas - Youth Club Cleaning August	100.00
Royal Mail Group - Housing Needs Survey Licence	119.88
Hugofox Ltd - Silver Subscription September	23.99
Playsafety Ltd - Annual Equipment Inspection JF	90.00
Playsafety Ltd - Annual Play Equipment Inspection SF	123.60
Playsafety Ltd - Annual Outdoor Gym Equipment Inspection SF	98.40
Polybags Ltd - Black Sacks Caretaker	57.16
KCS - Photocopier Rental Oct-Dec	105.98
Kieron Lehane - Toilet Floor Repairs Youth Club	385.00
Iden Signs - Street Closed Sign Remembrance Day Parade	93.60
Bradley Hawkins - Mowing/Strimming Wimpey Field	300.00
RG Griffiths - Reimbursement Cleaning Products Youth Club	8.25
RG Griffiths - Reimbursement Sundries Parish Office	5.00
KALC - Budgeting Workshop	48.00
Adobe Systems - Monthly Subscription Aug-Sept	19.97
Post Office - Stamps 260x2nd Class Village Update Autumn	195.00
Post Office - Stamps 96x2nd Class Village Update Autumn	72.00
Spar Store - Milk Parish Office	1.69
Staff Pension Costs - August	741.20
Maidstone Borough Council - Council Tax Room 1 September	62.00
Maidstone Borough Council - Council Tax Room 2-3 September	72.00
Maidstone Borough Council - Council Tax Youth Club September	121.00
Sage Payroll September	9.60

Signed by Chairman.....Dated.....

Pozitive Energy Ltd - Youth Club Energy August	93.14
Opus Energy - Energy Surrenden Pavilion August	84.17
Arron Services Ltd - Hosted Exchange September	242.36
<b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>	<b>6,662.04</b>

**TOTAL PETTY CASH EXPENDITURE** 4.00

Agreed unanimously

#### **4.2 Summation and Balance sheet - Noted**

Cllr Hotson asked the Clerk to write to the Community Warden about the £400 in reserves.

#### **4.3 External Audit – Notice of Completion**

Following a discussion which highlighted that Council did not formally note the External Audit report last year, but are this year. Cllr Hotson thanked the Deputy Clerk for all her hard work over the year – this was supported by all Councillors – and an excellent External Audit report.

Cllr Riordan proposed and Cllr Hotson seconded to approve the resolution below, agreed unanimously

**Resolution:** to;

1. note the Notice of Completion
2. completed review of the external auditor comments.

#### **4.4 Appointment of Internal Auditor**

Following a discussion which highlighted the excellent work over the last few years it was felt that the appointment should be for one year, then reviewed for maybe a longer period and seek options.

Cllr Riordan proposed and Cllr Hotson seconded to approve the resolution below agreed unanimously

**Resolution:** To approve the letter of appointment to Tim Kendrick as Council's Internal Auditor £400

(Cllr Alesi left the meeting for item 4.5)

#### **4.5 Update on Youth Club maintenance**

Following a discussion which noted the work already undertaken. It was felt that qualified, lowest quote should be appointed to do the Fire Assessment – Cllr Alesi. Noted that the report could lead to extra costs.

Cllr Castro proposed and Cllr Mclaughlin seconded to approve the resolution below, agreed unanimously.

**Resolution:** To

1. note recent works carried out on the Youth Club
2. appoint Cllr Alesi to do a Fire Assessment survey and report £200

( Cllr Alesi returned to the meeting)

Signed by Chairman.....Dated.....

## **5 CLERKS REPORT ON OUTSTANDING MATTERS - attached**

The Clerk reported that the developer – land adjacent to West View are asking for either Tipples Gate or Tipples Field place name. Council felt that Tipples Field was the preference. Sainsbury shuttle bus – is delayed – agreed the route / timetable (even had a trial run) and seeking MBC / KCC approval before promoting and launching. Clerk to write letter of support.

## **6 PROPOSALS FOR DISCUSSION and DECISION**

### **6.1 Volunteer Awards evening – 5 minutes**

Following a discussion which highlighted the need to forward nominees for the Awards, that the Chairmans Budget would be used to help cover the cost and we would seek donations. Cllr Riordan proposed and Cllr Mclaughlin seconded to approve the resolution below, agreed unanimously

**Resolution:** To

1. Volunteer Awards evening Wednesday 13 December 2023, 7;30pm in the North Hall at Staplehurst Community Centre.
2. Seek donations and use of Chairmans budget to help cover costs

### **6.2 Highway Improvement Plan (HIP) update – 10 minutes**

Following a discussion which highlighted the work done so far and that a positive meeting with Cllr Parfitt-Reid and KCC Highways on the Cranbrook Road pedestrian crossing emphasised the preference as a "Pelican Pedestrian Crossing"

Cllr Riordan proposed and Cllr Castro seconded to amend the resolution to "Pelican Pedestrian Crossing" agreed unanimously.

The yellow lines issue is more about when the works are completed as it is generally felt there is not enough car parking on the site of the residential home and this will impact on the surrounding area.

The Hawkenbury River Beult Bridge is recognized as a dangerous issue and the Road Safety Group are working on research and a potential solution with KCC.

Cllr Riordan proposed and Cllr Castro seconded to approve resolution below agreed unanimously.

**Resolution:** To consider the recommendations of the Road Safety Group:

- a) approve the Staplehurst Highways Improvement Plan September 2023 – attached in appendix A
- b) approve the two priorities as
  - b1) Double Yellow lines (High Street) and single yellow lines Chestnut Avenue and Cornforth Close
  - b2) Cranbrook Road Pelican Pedestrian Crossing southern edge of petrol station, improve access to bus stop and relocate 30mph signs

Signed by Chairman.....Dated.....

### **6.3 Tannoy System Report**

Cllr Riordan proposed and Cllr Ash seconded to approve the resolution below, agreed unanimously

#### **Resolution: To**

1. Note no noise complaints were received when Tannoy System trials took place.
2. Staplehurst Monarchs FC can use the Tannoy System – during agreed times - and if any complaints come through they would work with neighbours to resolve any issues.

### **7 CORRESPONDENCE & PARISH ISSUES for decision or noting: N/A**

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

#### **8.1 Chairman's Report**

Cllr Riordan has forward information on the "School meeting in Cranbrook" and is liaising with Cllr Martin – all welcome to forward comments by end of September 2023- meeting is 4<sup>th</sup> October 2023.

Public meeting on 3G multi-sport project is tomorrow evening – 7:30pm in North Hall at Staplehurst Community Centre – all welcome

Clean up this Saturday morning 10am at Staplehurst Youth Club – all welcome

As mentioned the Cranbrook Road, pelican pedestrian crossing, footpath and bus stop improvements plus relocate 30mph meeting was positive and looking forward to the feasibility report.

#### **8.2 Committee and working group minutes - noted**

- 8.2.1 Planning Committee minutes of 4<sup>th</sup> September 2023.
- 8.2.2 Road Safety Group meeting minutes 4<sup>th</sup> September 2023
- 8.2.3 JFMC meeting minutes 31<sup>st</sup> August 2023 to follow
- 8.2.4 SCEnic meeting to be arranged
- 8.2.5 Communications Group meeting to be arranged
- 8.2.6 3G all-sports pitch working group – next meeting 17<sup>th</sup> October 2023
- 8.2.7 Employment, Finance and Strategy Group next meeting 21<sup>st</sup> September 2023
- 8.2.8 NDP Review Group meeting to be confirmed
- 8.2.9 Greener Staplehurst Group meeting to be arranged

### **9 REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting) - No items**

### **10 URGENT MATTERS**

### **11 SPECIAL MOTION & REPORT – NA**

Signed by Chairman.....Dated.....

**12 Confidential - NA**

Meeting closed .....9.00pm.....

Signed by Chairman.....Dated.....