

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 28th January 2019 at 8.00 p.m.

PRESENT: Councillors Buller, Forward, Kelly, Lain-Rose, Manning, Perry, Pontet, Riordan, Sharp, Silkin, Smith and Burnham who was in the Chair.
Parish Clerk: Mr MJ Westwood

APOLOGIES: Councillors Ashby, Reardon and Symes whose reasons for apology were accepted.

COUNCILLOR DECLARATIONS regarding items on the Agenda:-

Changes to the Register of Interests – none declared.

Interests in Items on the Agenda – Councillors Burnham, Lain-Rose, Perry, Riordan and Smith declared interests in items relating to Jubilee Field due to their involvement with the Jubilee Field Management Committee. Councillor Kelly declared an interest in the Community Enhancement Group's discussion of Staplehurst Youth Club as a trustee.

Requests for Dispensation – Councillors Burnham and Smith requested and were granted dispensation to speak and vote on Jubilee Field business in accordance with section 33(2)(c) of the Localism Act 2011. Councillors Lain-Rose and Riordan exercised the dispensations previously granted in accordance with section 33(2)(c) of the Localism Act 2011 (Mins 1665 and 1731). Councillor Perry said he would not participate in discussion of or vote on the Jubilee Field planning application due to his MBC planning committee responsibilities.

APPROVAL OF FULL COUNCIL MINUTES Minute pages 1739-1741 of 7th January 2019 were APPROVED by Councillors, signed by Chairman Burnham and made available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>.

JUBILEE FIELD DEVELOPMENT PROPOSAL

1. Planning application 18/505747: Jubilee Field, Headcorn Road TN12 0DS - Football pitch improvements including floodlighting, fencing, seated stand and covered terrace – consultation by Maidstone Borough Council on planning application submitted by Staplehurst Monarchs United Football Club. Councillor Riordan commented that additional parking for users of the facility would be available at neighbouring premises. He commented that pedestrian access would be via a path between the pavilion and the Guides Centre and that there would be separate emergency access for vehicles. Chairman Burnham briefly closed the meeting to enable a representative of the applicant to respond to a question from the Clerk about the height of the floodlights, which was advised as 16 metres. Councillors supported the application which they observed was consistent with policy C5 of the Staplehurst Neighbourhood Plan, with the proviso that the fence should be moved away from the Guides Centre as shown on a new plan received from the applicant. The Clerk advised the applicant to submit the new plan to MBC. Councillors Forward and Perry abstained.
2. Additional information submitted by Staplehurst Monarchs United Football Club to support proposed football facility development covered by planning application 18/505747. Chairman Burnham prefaced the discussion by commenting on the need for due diligence. Councillor Riordan discussed the information that had been circulated to Councillors and commented on some additional points: the project would be funded from grants, the football club and a private sponsor; although the sponsor wished to remain anonymous, proof of funding would be provided; the football club would be responsible for maintenance, supported by local contractors (fencing and electrical) and financial backing from the sponsor; the new facilities would not be restricted to the senior football teams. The Clerk

said that information was needed about the terms and conditions of the grant funding and what obligations they created for the Parish Council; he also sought clarity about what level of security of tenure would meet the funder's requirements. Councillor Kelly said he felt the field's management structure needed to be addressed first to enable the Parish Council to progress any further. Chairman Burnham briefly closed the meeting for a representative of the applicant to comment that the aim was to have barriers and hardstanding in place in March and the rest of the facilities in October. It was RESOLVED to support the proposed development subject to: granting of planning consent; agreement on satisfactory management and maintenance arrangements; the terms and conditions of funding should be appropriate and satisfactory; the terms and conditions of the funding should not conflict with those for the funding that had been obtained for the football pavilion. Councillor Perry abstained.

FINANCE REPORTS

1. Accounts for payment – for approval. Proposed by Councillor Lain-Rose, seconded by Councillor Riordan, the list of accounts for payment was APPROVED (Councillor Kelly abstained). Expenditure for the period 12th December to 21st January totalled £15,542.12; income for the period totalled £2,522.88.
2. Summation of Accounts – for noting. Noted by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
3. Budget & Precept Requirement 2019-20 – (for approval). Proposed by Councillor Lain-Rose, seconded by Councillor Riordan, it was RESOLVED: the 2019-20 budget be set at £181,250 to be funded by a precept of £150,650, equating to £62.13 per Band D property, an increase of 3%, with the balance to be funded from MBC grants and Parish Council reserves.
4. Finance & Strategy Group Meeting Report & Recommendations – Report of meeting 10/01/19 and recommendations relating to contracts and subscriptions due for review. The report was noted and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/finance--strategic-planning-group/>. Renewal of the following contracts and subscriptions was AGREED: a final payment to Zulogic to include the period up to the transfer of the new website domain; to renew the annual contracts to Playsafety £161.00, Cam-tech Services £140.00, Maclin Pumps £392.00, Bell Lane Toilets water with Castle Water £340.00, Eco-san Ltd £78.00, Jubilee Field Management Committee £2,500.00, Surrenden Pavilion waste water with Business Stream £82.00, Countrystyle Group bin collection £682.24, Christmas Motifs unmetered electricity supply with E-on £30.00, Surrenden Field hedge cutting with Forestry First £1,460.00, grass cutting at Chestnut Avenue with Forestry First £400.00, Iden Business Services £400.00, and Arron Services £450.00; to pay annual subscriptions to ACRK £50.00, KALC £1,300.00 and County Playing Fields Association £20.00.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. Footpath KM312 – Update report on transfer of ownership to the Parish Council (for approval of plan and noting of signing arrangements). Proposed by Councillor Lain-Rose, seconded by Councillor Riordan, the plan was APPROVED.
2. Lord Lieutenant's Civic Service – Invitation to service to be held at All Saints' Church Maidstone at 11.00am on 12/03/19. Chairman Burnham volunteered to attend on behalf of the Parish Council.
3. Parish Council Meeting Dates for 2019 – Review of the schedule to date (as agreed Min1712) and approval of proposed dates for the rest of 2019 (for decision). Councillors concurred that meeting every three weeks was working well. The proposed dates for the rest of 2019 were APPROVED.
4. Parish Council Surgery – Report of surgery 26/01/19 (GS). Councillor Smith reported that questions had been raised about: Sainsbury's, Jubilee Field and mud on Headcorn Road.

5. Street Names for Hen & Duckhurst Farm – Update on selection and request to confirm allocation (for decision). Councillors discussed an approach from MBC to confirm a requested allocation of names to three specific roads. Councillor Lain-Rose wished to have his disappointment noted that a member of the public stretched their remit by requesting the allocation of the three road names directly to the MBC officer after they had informed the Council at a previous meeting that it would be up to the MBC officer to decide the allocation of street names and suffixes. RESOLVED: MBC to be advised that the Council recommended Hegarty, Braganza and Ulricson.

The meeting having run for two hours, it was RESOLVED to suspend standing order 3.24 to facilitate the completion of business.

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

1. Clerk's Report – The Clerk reported: a meeting had been held with David Wilson Homes to discuss construction issues at Hen & Duckhurst Farm; from 4th February Marden Road would be closed for three weeks for works on the new roundabout; a site meeting had been held with representatives of Taylor Wimpey and HML Group to discuss access to Wimpey Field; Taylor Wimpey planned to finish the partially laid path adjacent to KM311; the Parish Office was supporting work on the Staplehurst Safety Event (23rd February) and was preparing for the Village Clean-Up (23rd March) and for the elections in May; emergency work by UK Power Networks had caused suspension of the bus-stops on Church Hill; a new Arriva bus timetable would come into operation on 3rd February – information had been posted on the Parish Council website and copies of the timetable had been requested.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - a) Community Enhancement Group – Report of meeting 14/01/19 and recommendations (i) Surrenden Field – to seek first option on any future disposal; it was NOTED that the draft lease was yet to be finalised and the question would be raised; (ii) Surrenden Field – to award a contract for grass-cutting services for 2019; RESOLVED: accept the quotation from Landscape Services to undertake 16 grass cuts and 16 fence line cuts at a price of £1,375.20; (iii) Jubilee Field – recommendations relating to football development and future management structure; football development having been discussed at an earlier point in the meeting, Councillors agreed not to discuss the future management structure at this time; (iv) Youth Group – to seek details of policies and related information; the Clerk advised that the Parish Office had been given four of the listed documents; Proposed by Councillor Lain-Rose, seconded by Councillor Sharp, Councillors RESOLVED to request the remaining documents. Report of meeting published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/community--leisure-group/>.
 - b) Jubilee Field Management Committee – Report of meeting dated 11/12/18. Noted and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/jubilee-field-management/>
3. Oral Reports from Committee/Groups/Councillors – for information only.
No items

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

1. Borough Councillor's Report – Councillor Perry reported: Local Plan review meetings were being arranged for parish councils; MBC would fix its Council Tax at the end of February; MBC was making plans for a no-deal Brexit.
2. Kent Association of Local Councils – Draft Minutes of Annual General Meeting 17/11/18. Noted and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>

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

1. Staplehurst Patient Participation Group – Report of meeting 09/01/19. Noted and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/staplehurst-health-centre/>

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

Chairman.....

PUBLIC FORUM: After the meeting comments were made about: the imminent closure of KCC’s consultation about libraries, registration and archives; the importance of DBS checks for those working with children; a request that the Parish Council ask the trustees of the Village Centre for an update on redevelopment plans; a request for a date for the Village Centre trustees’ AGM; the desirability of making Parish Council meetings more accessible.

The meeting finished at 10.30pm.