

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL

Virtual Meeting via Zoom video-conference
Monday 8th June 2020 at 7.00p.m.

PRESENT: Councillors Bowden, Buller, Castro, Forward, George, Miller, Perry, Rawlinson, 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 Lain-Rose was absent.

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: Subject to correction of Minute Page 1831, Correspondence & Parish Issues Item 3, line 6, from 'seconded by Councillor Buller' to 'seconded by Councillor Thomas' proposed by Councillor Forward, seconded by Councillor Castro, minute pages 1829-1834 of 18th May 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/>.

FINANCE REPORTS

1. Accounts for payment – for approval. Proposed by Councillor Forward, seconded by Councillor Sharp, the listed accounts for payment were APPROVED. Councillor Riordan abstained. Expenditure for the period 13th May 2020 to 2nd June 2020 totalled £12,341.00; income for the period was £8,141.31.

Approved Payments 13/05/2020 – 02/06/2020 Amount

Poyntell - Surrenden Pavilion Door Lock	81.00
Staplehurst COVID-19 EHT Third Party - Reimbursement	5.80
Staplehurst COVID-19 EHT Third Party - Reimbursement	7.04
Staplehurst COVID-19 EHT Third Party - Reimbursement	20.30
Staplehurst COVID-19 EHT Third Party - Reimbursement	50.00
Staplehurst COVID-19 EHT Third Party - Reimbursement	625.25
Homeleigh Timber - Padlock Nicholson Walk Gate	20.08
May Payroll & Pension Costs	7340.93
BEI Lighting - Lamp Columns x2 Chapel Lane	343.45
Choice Support - Village Planter Maintenance May	391.62
GDPR-info Ltd - Data Protection Services	420.00
Paxman Services (UK) Ltd - Bell Lane Toilets Clean/Open May	695.49
Paxman Services (UK) Ltd - Bell Lane Toilets Sundries May	101.98
HMRC - Tax & NI April	1643.94
SSE - Parish Office Energy Jan-May	181.11
E-on - Parish Streetlight Energy April	53.00
MBC - Council Tax Room 1 June	62.00

MBC - Council Tax Room 2-3 June	72.00
Business Stream - Bell Lane Toilets Water May	43.06
Arron Services - Hosted Exchange June	171.00
Lloyds Bank Charges April	6.50
TOTAL CURRENT ACCOUNT EXPENDITURE	12,335.55

TOTAL PETTY CASH EXPENDITURE

5.45

2. Summation of Accounts – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
3. Annual Governance Statement 2019/2020 – Proposed by Councillor Forward, seconded by Councillor George, the Annual Governance Statement 2019/2020 was APPROVED by all Councillors.
4. Accounting Statements 2019/2020 – Proposed by Councillor Buller, seconded by Councillor Thomas, the Accounting Statements 2019/2020 were APPROVED by all Councillors.
5. Period for Exercise of Electors' Rights – Proposed by Councillor George, seconded by Councillor Forward, it was APPROVED by all Councillors that the Period for Exercise of Electors' Rights would take place between 6th July 2020 – 14th August 2020.
6. Installation of a video doorbell – Proposed by Councillor Buller, seconded by Councillor Miller it was RESOLVED to APPROVE the installation of a Nest video doorbell at the Parish Office, at a cost of £229.00 inc. VAT and delivery, and annual subscription of £50.00. Purchased from Google. The Village Centre trustees have agreed to the doorbell, and offered a good will gesture of £30.00 towards the cost. Councillor Riordan has volunteered to install the system.
7. Allocations of Charitable Donations – Proposed by Councillor Riordan, seconded by Councillor Buller it was AGREED that all current Charitable Donations as listed in the Deputy Clerk's report dated 01/06/2020 would remain in place and unchanged for the current year.

Kenward Trust - Donation	£100.00
Staplehurst Parish Magazine - Annual Donation	£75.00
Samaritans Maidstone & Weald - Annual Donation	£100.00
Medway Valley Countryside Partnership - Annual Donation	£50.00
Kent, Surrey & Sussex Air Ambulance - Annual Donation	£250.00
Involve Kent - Annual Donation	£75.00
Community Centre for Debt Advice - Annual Donation	£200.00
Citizens Advice Bureau Maidstone - Annual Donation	£300.00

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. Community Payback – Proposed by Councillor Forward, seconded by Councillor Sharp, it was RESOLVED that Councillors APPROVED the return of Community Payback to undertake work for the Parish Council. Safety plans will be put in place, in relation to the COVID-19 pandemic once a start date has been established. The level of the safety plans will be dependent on the social distancing and hygiene regulations required at the time of the start date
2. Choice Support Growing Concern Contract Renewal – Proposed by Councillor Buller, seconded by Councillor George. It was RESOLVED to APPROVE the renewal contract from Choice Support Growing Concern for maintenance of the village planters.
3. Sainsbury's Comments (roundabout) – Councillors NOTED the letter that had been sent by the Parish Council to a Sainsbury's representative, which covered questions and comments about amendments to the store plans and connected highway issues. Councillors

commented that they were pleased that Sainsbury's had been open to Council's comments and thanked Mr. Malcolm Buller for composing the letter.

4. Adoption of Footpath Names – Suggested footpath names for two currently unnamed footpaths/alleyways in Staplehurst.

4.1 Proposed by Councillor George, seconded by Councillor Bowden it was RESOLVED to APPROVE the footpath name of Ashdown's Path (Station Road to Corner Farm Road). Councillors suggested adding a plaque to explain the reasons behind the choosing of the name.

4.2 Proposed by Councillor Thomas, seconded by Councillor Bowden, after some language input from Councillor Thomas, it was RESOLVED to APPROVE the footpath name of Doutrepoint's Weg (Green Hill to Lodge Road), 'weg' being Flemish and Dutch for 'way', to honour the nationality of the pilot the footpath would be named after. Councillors suggested to add a plaque to explain the reasons behind the choosing of the name and to include the Belgian air force roundel.

The agreed names are to be submitted to MBC for consideration.

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

1. Clerk's Report – The Clerk reported that the office staff were still splitting their time between working from home and from the office, in order to adhere to social distancing regulations.

2. Written Reports on Committee, Group and Project activities –

2.1 Road Safety Task & Finish Group – Report of meeting. Councillors NOTED the meeting report dated 22/05/2020. which was published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/road-safety-task-and-finish-group/>

2.2 Road Safety Task & Finish Group – Amendment to Highways Improvement Plan: addition to Priority 11, Action/Programme, dated 26/05/2020. Proposed by Councillor Forward, seconded by Councillor Thomas. Councillors RESOLVED to APPROVE the addition. The plan was published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/road-safety-task-and-finish-group/>.

2.3 Road Safety Task & Finish Group – Terms of Reference review and amendments. Proposed by Councillor Forward, seconded by Councillor Thomas. It was RESOLVED to APPROVE the amendments which were the change of the group name to Road Safety Group (RSG) and the removal of paragraph 2a that was set to dissolve the group in March 2021. The revised terms of reference were published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.

2.4 Finance and Strategy Group - Terms of Reference review. Proposed by Councillor Riordan, seconded by Councillor Bowden it was RATIFIED that the current Terms of Reference were satisfactory. They were published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.

2.5 Greener Staplehurst Group – Terms of Reference review and amendments. Addition of paragraphs 3g and 3h. Proposed by Councillor Thomas, seconded by Councillor Castro. It was RESOLVED to APPROVE the amendments subject to some minor wording changes. The revised Terms of Reference were published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.

2.6 Greener Staplehurst Group Proposals

2.6.1 Small trees to be planted at the Wimpy Fields. Proposed by Councillor George, seconded by Councillor Thomas, it was RESOLVED to APPROVE the planting of one tree donated by a resident and 2 horse chestnut trees grown by the children of another resident at the Wimpy Field Nature Reserve. Advice on the positioning of the new trees would be obtained from Medway Valley Countryside Partnership.

2.6.2 Hedge saplings to be planted at the Youth Centre site. This had been agreed by the Youth Club Trustees. Proposed by Councillor Buller, seconded by Councillor Sharp, it was RESOLVED to APPROVE the planting of the hedge.

2.7 Annual Review of Learning & Development Policy – Proposed by Councillor Riordan, seconded by Councillor Forward, it was RATIFIED that the Policy was satisfactory. The policy was published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>.

3. Oral Reports from Committee/Groups/Councillors

3.1 Oral report from Councillor Forward commending the successful management of Bell Lane Public Toilets. These facilities were one of the very few kept open for use during the Coronavirus pandemic. Thanks, and appreciation were expressed to Paxman Services.

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

1. Borough Councillors Report – Councillor Perry commented that the Bell Lane Public Toilets remaining open during the Coronavirus Pandemic was particularly commendable considering most local councils had decided to close theirs. Councillor Perry congratulated Councillor Riordan on his organisation and supervision of the work carried out at the Jubilee Field. A COVID-19 group has been set up by MBC to aid in the Borough recovering from the impact of the Coronavirus pandemic. Call for sites is on track for consultation in October. Improvements to the town centre were beginning to be put in place to make the town centre more pedestrian and cycle friendly.
2. Police Report from PCSO Gardener – Councillors NOTED that a total of 6 crimes had been reported. The police surgeries would be re commencing outside in the library carpark on 27th June.

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

1. Cancellation of Staplehurst Family Fireworks It was NOTED by Councillors that the event would be cancelled this year to prevent potential pecuniary losses due to the unstable environment at present, particularly as preparations and the purchase of fireworks typically begins in May/June.

Chairman.....

PUBLIC FORUM:

Two members of the public attended as observers. Councillor Eric Hotson partially attended, he commented that KCC had suffered significant financial loss due to the Coronavirus pandemic. Councillor Hotson thanked Councillor Riordan for his efforts in organising and supervising the work completed at the Jubilee Field. Councillor Riordan thanked Councillor Hotson for his financial contribution to the Jubilee Field work.

Proceedings finished at 9pm