

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
South Hall, Village Centre
Monday 29th November at 7.30p.m.

PRESENT:

Councillors Buller, Bowden, Castro, Hotson, Lain-Rose, McPhee, Sharp, Smith and Perry who was in the Chair and Parish Clerk, Miss A Smith.

1. APOLOGIES:

Apologies were received from Councillor Riordan due to annual leave, and Councillor Spearink for personal reasons.

2. COUNCILLOR DECLARATIONS regarding items on the agenda:

- 2.1. Declarations of Changes to the Register of Interests – None declared.
- 2.2. Declarations of Interest in Items on the Agenda. Councillors Hotson and Perry declared an interest in item 8.1 as the Chair of the Staplehurst Monarchs Junior Football Club and Trustee of the Jubilee Field respectively. Councillor Lain-Rose declared an interest in item 5.4, as he is employed by KCC and Councillor Smith declared an interest in item 5.1 as a local resident potentially affected by the proposals in the response.
- 2.3. Requests for Dispensation. Councillor Smith requested and was granted a dispensation to participate in discussion and voting on item 5.1. in accordance with Section 33(2)(c) of the Localism Act 2011.

3. APPROVAL OF FULL COUNCIL MINUTES

- 3.1. Pages 1955 – 1959 of 8th November 2021 available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. Councillor Buller suggested that item 10.2 be amended with the words 'as amended by Council' which was accepted. Proposed by Councillor Sharp, seconded by Councillor Lain-Rose, it was RESOLVED to APPROVE the minutes which were signed by Vice Chairman Perry who was in the Chair.

4. FINANCE REPORTS & PROPOSALS

- 4.1. Accounts for Payment – for approval.

The Clerk advised of a minor amendment to the list of payments which resulted in a lower total sum of £11,874.76 for expenditure as two items had been previously accounted for. Proposed by Councillor Hotson, seconded by Councillor Lain-Rose, the listed accounts for payment were APPROVED. Expenditure for the period 3rd November 2021 to 24th November 2021 totalled £11,874.76; income for the period was £6,790.31.

<u>Approved Payments 3rd November - 24th November 2021</u>	Amount
Commercial Services Trading Ltd - Surrenden Field Mowing	262.62
Choice Support - Village Planter Maintenance November	410.80
Cllr Reimbursement CP Refreshments	44.85
Homewood Holdings Ltd (Bumbles) - Plants GSG (WBF)	111.93
Cllr Reimbursement SEHT Covid-19	117.86
Staplehurst School - Junior Hall Hire Chg re Residents Meeting	45.00
Mr D George - Community Payback Refreshments	22.00
KCC Commercial Services - Office Stationery	38.82

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KCC Commercial Services - Office Stationery	2.40
Paxman Services (UK) Ltd - Bell Lane Toilets Clean/Open Oct	736.84
Paxman Services (UK) Ltd - Bell Lane Toilet Sundries Oct	36.28
Staff WFH Allowance October	26.00
Arron Services Ltd - Norton Security Laptops & Desktop	126.00
HMRC - Tax & NI October	1,644.51
KALC - Climate Change Conference Booking	48.00
Payroll & Pension Costs November	7,513.41
Post Office - 2nd Class Stamps x380 Winter Village Update	250.80
Amazon UK - Lawn Edging GSG (WBF)	28.47
Opus Energy - Bell Lane Toilet Energy October	22.80
Opus Energy - Surrenden Pavilion Energy October	15.59
E-on - Street Light Energy October	62.95
BT - Broadband & Telephone Charges Nov-Jan	202.87
Business Stream - Surrenden Pavilion Water Jly-Nov	16.27
Business Stream - Wimpey Field Water Jly-Nov	15.89
Countrystyle Recycling - Waste Collection October	64.80
Lloyds Bank - Service Charges November	7.00
TOTAL CURRENT ACCOUNT EXPENDITURE	11,874.76

TOTAL PETTY CASH EXPENDITURE

0.00

4.2. Summation of Accounts – for noting

NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.

4.3. Proposal to upgrade CCTV in Surrenden Playing Field

Councillors noted the report and the submitted quotations for the work. Proposed by Councillor Perry, seconded by Councillor Buller, it was RESOLVED to APPROVE the appointment of Balanced Audio for the sum of £2,850.95 + VAT for purchase and installation and an estimated annual contract for provision of unlimited 4G services via a sim card of £336 + VAT. It was noted that as the contractor already is responsible for the other CCTV cameras that the new installation would be included in their service contract at no extra charge.

4.4. Repairs to gates at Surrenden Playing Field Children's play area

Councillors reviewed the submitted report and proposed by Councillor Perry, seconded by Councillor Lain-Rose it was RESOLVED to APPROVE expenditure of up to £750 + VAT for the repairs to the gates. Anticipated expenditure is likely to be in the region of £480 + VAT, but they authorised the Clerk to be able to spend to the agreed limit in the event that the site visit revealed further works required.

5. CORRESPONDENCE AND PARISH ISSUES**5.1. Maidstone Borough Local Plan Review Regulation 19 Consultation**

There was much lively discussion about the proposed response prepared by Councillor Buller. Some minor changes were agreed in the meeting. Proposed by Councillor Sharp, seconded by Councillor Lain-Rose, it was RESOLVED to APPROVE the proposed submission with the minor amendments agreed. Councillor Buller agreed to circulate the final version and to collate the required appendices.

5.2. Fire Hydrant Initiative Project

Councillors were generally in favour of signing up to the project but requested that the location and number of sites be shared before making any final decision. Councillors AGREED to DEFER the item until this information was provided.

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- 5.3. MBC consultation on draft housing strategy for strategic priorities for housing
Councillors AGREED that whilst important they would all respond individually rather than as a Parish Council.
- 5.4. KCC consultation on Shaping Libraries
Councillor Buller AGREED to prepared a response on behalf of the Council and circulate for comments.
- 5.5. Request by Maidstone Lions to create a community recycling collection point
Following discussion, it was AGREED that Councillor Buller would explore if the library were able to provide the venue for a collection point. Councillors AGREED to DEFER a final decision until this option was explored.
- 5.6. KALC Community Awards Scheme 2022
Councillors AGREED that as Staplehurst Parish Council operate their own Merit Awards, they would not participate in the 2022 KALC Community Awards Scheme.

6. PARISH COUNCIL REPORTS

6.1. Clerks Report

The Clerk advised Councillors that she had received a request from MBC to conduct a face-to-face consultation meeting to discuss Housing Needs in the village. She advised that she would circulate proposed dates and times once received. She was able to confirm that the planned improvement works at Bell Lane Car Park were now scheduled for early 2022 as the s106 money had been released to the MBC Car Parks Team. The Clerk requested volunteers for the Councillor Surgeries; Councillor Castro confirmed he would be present for January 29th, Councillor McPhee volunteered for February 26th and Councillor Hotson for March 26th. The Clerk advised Councillors of the Youth Club AGM to be held on Thursday 16th December at 6.30pm and Councillor Castro and McPhee agreed to ensure that one of them attended. The Clerk also confirmed that she had been able to get the new noticeboard at Sainsbury's repaired under warranty and that the board was now more securely fixed. She confirmed that she had now received two applications for the Councillor vacancies and would be bringing those candidates forward for consideration at the December meeting. She reported that the Christmas motifs were now up, but as usual there were a few teething problems, so the team were working to resolve them. The Clerk reminded Councillors that the new pathway at Surrenden Field was due to commence installation next week, and that the issues with the licence for minor alterations had now been resolved and it was moving forward. Finally, the Clerk confirmed that the office was now in a position to move forward with organising Community Payback operations, and she would bring a short paper to the next meeting outlining how the new arrangements would work.

Councillor Lain-Rose had to leave the meeting at this point.

6.2. Written Reports on Committee, Group and Project Activities

6.2.1. Greener Staplehurst Group

Councillors NOTED the report of the meeting of 1st November 2021, published at [Greener Staplehurst - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk) Councillor McPhee invited Councillors to go and view the new Community Herb bed at the Parade, and praised the work of the volunteers who had brought this up to a great standard. He asked Councillors to note that an item would be brought to the next meeting requesting approval to commission Medway Valley Country Partnership to

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prepare a new 10yr Management Plan for Wimpey Field Nature Reserve at a cost of £1750+ VAT.

6.3. Oral Reports from Committee/Groups/Councillors

6.3.1. Chairman's report – none

6.3.2. Councillor Surgeries – Councillor Buller advised that residents enquired about the following items; what was being done with the s106 monies received by MBC from the Redrow and Bovis estates in particular, they were keen to understand how monies were being used to enhance the bus service. Additionally, they wanted to know if the footpath connections between the Bovis and Redrow estates had been installed. Councillor Buller confirmed that she would investigate these matters and report back to the residents and Council. Also, a question was asked about installation of Christmas lights at the Parade; Councillor Buller had been able to confirm that they were being installed on the 4th December.

6.3.3. Youth Club and youth services provision

Councillor McPhee updated Councillors that following enquiries from a resident, Cllr Riordan and he had meet with representatives from KCC to understand what offering they may be able to provide with support. He also advised that there was the possibility of an afterschool Computer Club, but that the provision of wifi would need to be considered. He advised that a paper would be forthcoming with proposals at a future meeting, likely to be after the Youth Club AGM.

7. **REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS**

– for noting

7.1. Borough Councillors Report – Oral reports by Councillor Perry & Councillor Brice.

Councillor Perry reported that MBC were in their budget planning phase which was proving challenging with balancing with the implications on Council Tax. He confirmed that he was now in the working group developing the new Constitution that would move the Council to a hybrid approach of an Executive Cabinet supported by committees. MBC were hopeful that this would be in place during the 2022/23 year. He advised Councillors that he, along with the Chairman and Clerk had attended a very informative presentation from Kent Police on their strategies to prevent Violence Against Women. He advised Councillors about the Hollie Guard App being promoted. Councillors discussed their concerns about these issues and the antisocial behaviour in the village. The Clerk updated Councillors that the Chairman was trying to arrange a follow up meeting with Chief Inspector Woodward to discuss actions being taken to improve safety in the village. She asked that Councillors keep her informed of all incidents that occur to enable a log to be kept to facilitate the discussions at that meeting. Councillor Perry advised that KCC was now liaising with Councillor Brice on provision of potential new street lighting in the village and suggested Councillors feedback to Councillor Brice.

7.2. County Councillors Report – Report by County Councillor Parfitt-Reid

None given

7.3. Police Report – Councillors noted the October report and expressed concerns that incidents appeared to be increasing. They expressed their disappointment that the PCSO was not able to attend Council Meetings as he only works daytime hours, and that he had not yet restarted his surgeries. The Clerk advised that these matters were on the list to be discussed with Chief Inspector Woodward. Councillors went

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7.4. on to comment that they would like the Clerk to ask the Community Warden to produce a monthly report which could be shared at Council.

8. REPORTS FROM LOCAL COMMUNITY GROUPS

8.1. Jubilee Field Management Committee Hire Agreements

Councillors commented that this was an excellent piece of work and that they were pleased to see them put in place. In particular it was acknowledged that these agreements maintained the premise that the land is open to the public at all times. Proposed by Councillor Perry, seconded by Councillor Sharp it was RESOLVED to APPROVE the hire agreements as presented.

9. URGENT MATTERS

None.

Proposed by Councillor Perry, seconded by Councillor Castro it was RESOLVED to SUSPEND standing orders to allow the meeting to continue for a further 10 minutes to complete business.

10. SPECIAL MOTION & REPORT

- 10.1. Proposed by Councillor Perry, seconded by Councillor Castro, it was RESOLVED to APPROVE that the public be excluded from item 10.2 due to its confidential nature.
- 10.2. Councillors RESOLVED to APPROVE the selection of both the Adult and Youth Staplehurst Merit Awards, and for this year to also award to certificates of recognition.

Chairman.....

PUBLIC FORUM

During the meeting a member of the public spoke about the MBC Local Plan Review and urged the Council to reject the proposed new developments within the Plan.

Meeting closed at 9.40pm