

MINUTES OF THE ANNUAL MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 13th May 2013 at 7.45 p.m.

PRESENT: Councillors Ashby, Buller, Burnham, Butcher, Gosling, Green, Kelly, Kemp, Lain, Manning, Reardon, Sharp, Silkin, Spearink and Perry who was in the Chair.
Parish Clerk: Mr MJ Westwood

APOLOGIES: None as all were present.

ELECTION OF CHAIRMAN: - Councillor John Perry was proposed by Councillor Butcher, seconded by Councillor Spearink. There were no other nominations so Councillor Perry was elected unopposed and signed the declaration of acceptance of office.

ELECTION OF VICE CHAIRMAN/MEN: – Chairman Perry said that he felt having two vice-chairmen worked well. Proposed by Chairman Perry, seconded by Councillor Spearink, Councillors Burnham and Kelly were elected nem con (two abstentions).

URGENT ITEMS: - Councillors agreed to take two items of urgent business relating to repair of play equipment and a question about the Youth Club land.

COUNCILLOR DECLARATIONS:

Lobbying – Councillors Buller and Burnham declared they had been lobbied about the Health Centre and supermarket applications. Councillor Burnham declared he had been lobbied about parking. Councillors Ashby, Buller, Burnham Gosling and Green declared they had been lobbied about the Rural Settlement Group.

Changes to the Register of Interests – none declared.

Interests in items on the agenda – none declared.

Requests for dispensation – none requested.

ANNUAL ELECTIONS of Committees and Groups were agreed as follows:-

1. Planning Committee – Councillors Ashby, Buller, Burnham, Butcher, Gosling, Green, Kelly, Kemp, Perry and Spearink. It was proposed by Councillor Green and seconded by Councillor Lain that Councillor Butcher be Chairman of Planning Committee which was carried nem con with one abstention.
2. Alcohol Control Zone Group – Councillors agreed to lapse the Group.
3. Allotments Project Group - Councillors Buller, Burnham, Kelly, Manning and Perry. Resident John Kelly is also a member of this group.
4. Strategy & Policy Group – Councillors Burnham, Butcher, Green, Kelly, Lain, Perry and Silkin.
5. Finance Group – Councillors Burnham, Butcher, Green, Kelly, Lain, Perry, Reardon. After discussion councillors it was agreed that it should continue to be designated as a Group.
6. Local Transport – Councillors Burnham, Manning and Spearink.
7. Playscheme – Councillors Buller, Burnham and Kemp.
8. Publicity & Website Group – Councillors Ashby, Buller, Burnham, Kelly, Kemp, Lain, Reardon and Perry.
9. Rural Settlement Group - Councillors Ashby, Buller, Perry and Sharp including several lay members. Councillors expressed appreciation for the work of Resident John Kelly as chairman of this group and extended an invitation to him to continue in this role.
10. Surrenden Playing Field Group – Councillors Burnham, Manning, Reardon and Sharp and Resident Anne-Marie Harris.

11. Staplehurst Emergency Help Team - Councillors Buller, Butcher, Silkin and Spearink.
12. UpRockin – Councillors Butcher and Perry.
13. Village Enhancement Group – Councillors Buller, Burnham, Butcher, Kelly, Lain, Perry, Reardon and Sharp plus Resident Celia Davies.

ANNUAL ELECTION OF COUNCILLOR REPRESENTATIVES on local community groups

1. Carnival and Fete – Councillors Lain and Manning
2. Churchyard Liaison – Councillors Butcher and Kelly
3. Village Sports & Social Club – Councillor Butcher
4. Headcorn Aerodrome Consultative Committee – Councillors Manning and Perry
5. Jubilee Field Management & Users Group – Councillors Butcher and Perry
6. KALC Area Committee – Councillors Butcher (voting representative), Perry (voting representative), Kelly (reserve), Silkin and Spearink
7. Knoxbridge A229 Residents' Group – Councillor Manning (Councillors Kemp and Spearink as reserves)
8. McCabe Day Centre – Councillor Buller
9. Neighbourhood Watch – Councillor Buller
10. Police/Parish Liaison – Councillors Butcher and Spearink
11. Sobell Cheshire Home – Councillor Perry (Councillor Spearink as reserve)
12. Speed Watch – Councillor Buller
13. Staplehurst Community Hub - Councillor Buller
14. Staplehurst Patients' Participation Group – Councillors Buller, Silkin and Spearink
15. Staplehurst Primary School Liaison – Councillors Lain, Manning and Reardon
16. Staplehurst Village Centre Trust – Councillors Butcher and Lain
17. Youth Club – Councillors Lain and Kelly

APPROVAL OF FULL COUNCIL MINUTES Pages 1262-1266 of 15th April 2013 were proposed for approval by Councillor Buller, seconded by Councillor Ashby, approved by councillors nem con, signed by Chairman Perry and made available at http://staplehurstvillage.org.uk/minutes_of_the_last_meetings.aspx.

ACCOUNTS & FINANCES

1. Approval of Audit Commission Annual Return to 31st March 2013 (Sections 1 & 2). The Clerk indicated that the proposed response to questions in Section 2 was 'yes' in all cases except question nine where the response was 'N/A'. Proposed by Councillor Burnham, seconded by Councillor Lain, sections 1 & 2 were approved by councillors.
2. Summation of Accounts to 3rd May 2013. Noted by councillors.
3. Accounts for payment: Proposed by Councillor Lain, seconded by Councillor Green, the list of accounts for payment was approved nem con (Councillor Kelly abstained).
4. Quotations for approval: (1) Youth Club Grass – Quotation of £590 from Forestry First for grass-cutting and hedge trimming during the year was approved. (2) PAT Testing – Quotation of £84.96 p.a. for three years from KCC Inspection Services was approved.
5. Request for funding: Kent Community Alcohol Project (KCAP). Councillor Butcher advised that KCAP's requirement had now been met by securing use of the Youth Club for its Staplehurst meeting.

CORRESPONDENCE & CURRENT ISSUES for noting or decision:-

1. Urgent Items – The Clerk advised he had obtained quotations for work on the rotary disk at Surrenden Playing Field which was in need of repair or replacement. Councillor Reardon said the disk had been repaired before and felt that it was not worth replacing it, especially considering the cost (quotations in the range of £622.25 - £958). Proposed by Councillor Reardon, seconded by Councillor Lain, Councillors agreed to accept a quotation of £279 from SafePlay for removing the damaged fitting and making good the

safety surface. Chairman Perry asked a question about the Council's quarterly payments of £212.50 made to KCC in respect of the Youth Club. It was confirmed that the payment related to the 2000 Youth Club Land lease purchase agreement and that payments represented part rent and part capital instalment.

2. Caretaker's Reports – the Clerk advised the Caretaker had reported that the hedge and verges on Surrenden Field required attention: to be addressed at a suitable time.
3. Churchyard Agreement – to consider proposals for a new agreement. *[Councillor Reardon left the meeting at this point]*. Councillors reviewed the discussion document prepared by Councillor Green, for which he was thanked. Councillor Silkin said that the Council needed to be clear about what it wanted for the churchyard. He agreed to document his thoughts about key principles. Councillor Buller said she felt the Parish Council needed to consider that the churchyard was for the village as a whole. She also felt that an element of burial fees received by the church should go towards maintenance. Councillors noted that the next step would be a meeting with the Rector (Chairman Perry and Councillor Kelly to attend). *[Councillor Lain left the meeting at this point]*.
4. Gypsy & Traveller Community Conference – for decision about attendance on 27/06/13: Councillors were asked to notify the Parish Office if they wished to attend the event.
5. Health Centre – progress on appointment of new service provider. Councillor Silkin advised that the preferred bidder had been selected and that the Patients' Participation Group was seeking to arrange a public meeting in June.
6. KALC Events – for decision about attendance: (1) Councillors Conference 13th July 2013 (2) Police & Crime Commissioner Event 16/24/31 July. Councillors were asked to notify the Parish Office if they wished to attend these events.
7. Library Surgery – Councillor Gosling reported that she and Councillor Burnham had experienced a busy surgery on 11th May. Residents had raised questions and comments about waste bins at the Parade, leaving dogs outside Parade shops, Surrenden Playing Field events, Tesco's application, advertising on Headcorn Road, the Parish Office and the condition of the Staplehurst-Marden road.
8. Parking in Staplehurst – Councillors noted the Parish Office's annotations that updated MBC Parking Operations' report of August 2012. Councillor Spearink remarked that he had attended a meeting of Lime Trees residents with Borough Councillor Lusty and Jeff Kitson (MBC Parking). The residents had presented MBC with useful documentation.
9. Supermarket Applications – Councillor Butcher reported on a meeting with MBC's planning officer about the Tesco planning application MA/12/0232 and commended the officer's report. He said he had raised concerns about traffic flows with the officer. Councillor Spearink asked that an enquiry be made of MBC to check that the webcast arrangements are set up to function correctly.

COMMITTEE & FOCUS GROUPS – Reports and recommendations:-

1. Local Transport (TB, BM, PS) Report of meeting 19/04/13 awaited. http://www.staplehurstvillage.org.uk/hawkhurst_transport.aspx Councillor Spearink advised he had been informed that the proposed Wheatsheaf to Armstrong Road bus lane would not happen as proposed. He said the telephone contact notices posted at bus stops remained valid for information and comments about bus services.
2. Staplehurst Emergency Help Team (JB, PB, RS, PS) Report of meeting 08/04/13 awaited http://www.staplehurstvillage.org.uk/kcc_emergency_planning_group.aspx
3. Planning Committee (PB, MA, JB, TB, AG, SG, PK, NK, JP, PS) http://www.staplehurstvillage.org.uk/minutes_of_the_last_meetings.aspx Councillor Butcher said there were parking issues in Station Road on Sunday morning.
4. Allotments Project Group (JP, TB, PK, JB, BM) Next meeting? http://www.staplehurstvillage.org.uk/sub_groups_1.aspx
5. Strategy & Policy Group (JP, TB, PK, PB, SL, SG, RS) Next meeting? http://www.staplehurstvillage.org.uk/policy_group.aspx

6. Finance Group (JP, TB, PK, PB, SG, SL, JR) Next meeting? http://www.staplehurstvillage.org.uk/finance_group.aspx
7. Playscheme (TB, JB, NK) Next meeting 25/06/13 http://www.staplehurstvillage.org.uk/youth_activities_1.aspx
Councillor Buller advised that a meeting with the new scheme leader from Play Place would take place in June when a visit would be made to the venue (Kathie Lamb Centre).
8. Publicity & Website Group (JP, TB, PK, MA, JB, NK, SL, JR) Next meeting 21/05/13 http://www.staplehurstvillage.org.uk/publicity_website.aspx Councillor Buller said the annual report and Summer Update were almost ready.
9. Rural Settlement Group including Neighbourhood Plan (JP, MA, JB, AS) Report from KALC Planning Conference 23/03/13 awaited. Next meeting 15/05/13 http://www.staplehurstvillage.org.uk/rural_settlement_group.aspx. Councillors agreed to defer discussion of the RSG Chair's e-mail received earlier that day.
10. Surrenden Playing Field Group (TB, BM, JR, AS) Next meeting? <http://www.staplehurstvillage.org.uk/others.aspx> Councillor Burnham said that test repairs to a sample of the play surface area had not been effective so an alternative solution would be needed.
11. UpRockin 2013 (JP, PB) Next meeting?
12. Village Enhancement Group (JP, TB, PK, JB, PB, SL, JR, AS) Next meeting? http://www.staplehurstvillage.org.uk/sub_groups.aspx . The Clerk advised that he was awaiting comments from the solicitor acting for owners of the Marden Road strip about the location map they had submitted with the transfer document. Councillors expressed favourable comments about the flower displays in the planters.

REPORTS FOR NOTING from local community groups:-

1. Carnival & Fete (SL, BM) Next meeting? http://www.staplehurstvillage.org.uk/staplehurst_carnival_fete_committee.aspx
Councillor Manning thanked the Clerk for his work on the Surrenden Field premises licence application. The Clerk reminded councillors of the need to consider the nature of the Parish Council stall at the Fete.
2. Churchyard Liaison (PB, PK) Next meeting? http://www.staplehurstvillage.org.uk/sub_groups_2.aspx
3. Village Sports & Social Club (PB) Next meeting? http://www.staplehurstvillage.org.uk/ot_hers.aspx
4. Headcorn Aerodrome Consultative Committee (JP, BM) Next meeting 04/06/13. http://www.staplehurstvillage.org.uk/headcorn_aerodrome.aspx
5. Jubilee Field Management & Users Group (JP, PB) Report of meeting 09/05/13 awaited. http://www.staplehurstvillage.org.uk/jubilee_fields_users_group.aspx
6. KALC Area Committee (JP, PB, RS, PS, PK) Next meeting 19/06/13 (AGM). http://www.staplehurstvillage.org.uk/kent_association_of_local_councils.aspx
7. Knoxbridge A229 Residents' Group (BM, NK, PS) Report of meeting 01/05/13. Next meeting 29/05/13. Councillor Manning advised that the Group had indicated that only one representative need attend Group meetings. Councillors agreed this should be Councillor Manning, with Councillors Kemp and Spearink available as reserves.
8. McCabe Day Centre (JB) Next meeting 23/05/13. http://www.staplehurstvillage.org.uk/mccabe_day_centre.aspx
9. Neighbourhood Watch (JB) http://www.staplehurstvillage.org.uk/police_liaison.aspx
10. Police/Parish Liaison (PB, PS) Next meeting 04/07/13. Report of meeting 25/04/13 to be posted at http://www.staplehurstvillage.org.uk/police_liaison.aspx
11. Sobell Cheshire Home (JP, PS) Report of meeting 05/03/13 awaited. Next meeting 18/06/13. <http://www.staplehurstvillage.org.uk/others.aspx>
12. Speed Watch (JB) Next activity 11/06/13. <http://www.staplehurstvillage.org.uk/speedwatch.aspx> Councillor Buller reported that the Speedwatch equipment had been serviced free of charge. Members of the team had attended Kent's first Speedwatch conference last month.
13. Staplehurst Community Hub (JB) Next meeting?
14. Staplehurst Patients' Participation Group (JB, RS, PS) Report of meeting 13/03/13 awaited. http://www.staplehurstvillage.org.uk/patient_participation_group_at_health_centre.aspx
15. Staplehurst Primary School Liaison (SL, BM, JR)

16. Staplehurst Village Centre Trust (SL & PB) Report of meeting 16/04/13 to be posted at http://www.staplehurstvillage.org.uk/village_centre_trust.aspx
17. Youth Club (SL, PK) Next meeting? http://www.staplehurstvillage.org.uk/staplehurst_youth_club.aspx

Chairman.....

PUBLIC FORUM: No items were raised.