

MINUTES OF THE ANNUAL MEETING OF STAPLEHURST PARISH COUNCIL  
held at Staplehurst Village Centre on  
Monday 16<sup>th</sup> May 2016 at 7.20 p.m.

**PRESENT:** Councillors Ashby, Buller, Burnham, Claridge (until the point indicated in the minutes), Gosling, Kelly, Lain-Rose, Perry, Riordan, Sharp, Spearink and Silkin who was in the Chair.

Parish Clerk: Mr M J Westwood

**APOLOGIES:** Councillors Butcher, Manning and Reardon whose apologies were accepted.

**ELECTION OF CHAIRMAN:** Nominated by Councillor Buller, seconded by Councillor Ashby, Councillor Silkin accepted the nomination and, there being no other candidates, was elected unopposed and signed the declaration of acceptance of office.

**ELECTION OF VICE CHAIRMAN/MEN:**

Nominated by Councillor Perry, seconded by Chairman Silkin, Councillors Burnham and Kelly were elected unopposed.

**URGENT ITEMS:** - No items requested.

**COUNCILLOR DECLARATIONS** regarding items on the Agenda:-

Lobbying – Councillor Buller declared she had been lobbied about the Neighbourhood Plan, Wimpey Fields and the bus service.

Changes to the Register of Interests – none declared.

Interest in Items on the Agenda – Councillor Kelly declared an interest in the award of the maintenance contract for the Planters and said he would absent himself from the meeting for that item.

Requests for Dispensation – none requested.

**ANNUAL APPOINTMENTS OF COMMITTEE & FOCUS GROUP MEMBERS**

1. Local Transport - Councillors Burnham, Manning and Spearink.
2. Staplehurst Emergency Help Team - Councillors Buller, Butcher, Silkin and Spearink.
3. Planning Committee - Councillors Ashby, Buller, Burnham, Butcher, Claridge, Gosling, Kelly, Riordan, Silkin and Spearink. Nominated by Councillor Buller, seconded by Councillor Spearink, Councillors elected Councillor Burnham as Chairman of the Committee.
4. Allotments Project Group - Councillors Buller, Burnham, Kelly and Manning.
5. Strategy & Policy Group – Councillors Burnham, Butcher, Claridge, Kelly, Lain-Rose, Perry, Riordan and Silkin.
6. Finance Group – Councillors Burnham, Butcher, Kelly, Lain-Rose, Perry, Riordan and Silkin.
7. Economic & Tourism Development – Councillor Spearink
8. Oliver Road Open Space – Councillors Claridge, Kelly, Lain-Rose, Riordan, Sharp and Spearink
9. Playscheme – Councillors Buller and Burnham.
10. Publicity & Website Group – Councillors Ashby, Buller, Burnham, Claridge, Kelly, Lain-Rose, Reardon and Riordan.
11. Rural Settlement Group – Councillors Buller, Burnham, Perry and Sharp plus several resident members.
12. Staff Group – Councillors Buller, Kelly, Lain-Rose, Manning and Perry

13. Staplehurst Village Centre Development Group – Councillors Burnham, Gosling, Lain-Rose and Riordan.
14. Staplehurst Youth Parish Council – Councillor Lain-Rose
15. Surrenden Playing Field Group – Councillors Burnham, Kelly, Manning, Reardon and Sharp.
16. Village Enhancement Group - Councillors Buller, Burnham, Butcher, Kelly, Reardon and Sharp.
17. Youth Club - Councillors Kelly and Sharp.

Proposed by Chairman Silkin, seconded by Councillor Spearink, the appointments were APPROVED nem con.

### **ANNUAL APPOINTMENTS TO LOCAL COMMUNITY GROUPS**

1. Carnival & Fete – Councillors Lain-Rose, Manning and Sharp.
2. Churchyard Liaison - Councillors Butcher, Kelly and Spearink.
3. Headcorn Aerodrome Consultative Committee - Councillors Claridge, Manning and Perry.
4. Jubilee Field Management & Users Group – Councillors Butcher, Kelly, Lain-Rose, Perry and Riordan.
5. KALC Area Committee Representatives - Councillors Kelly and Silkin; plus Councillors Perry and Butcher.
6. Kent Community Alcohol Partnership – Councillor Butcher.
7. Knoxbridge A229 Residents' Group - Councillor Manning and Spearink.
8. McCabe Day Centre – Councillor Buller.
9. Neighbourhood Watch – Councillor Buller.
10. Police/Parish Liaison – Councillors Butcher, Manning and Sharp.
11. River Beult Catchment Improvement Group – Councillors Perry and Spearink.
12. Sobell Cheshire Home – Councillors Spearink and Perry.
13. Speed Watch – Councillor Buller.
14. Staplehurst Community Hub – Councillor Buller.
15. Staplehurst Library Users Group – Councillors Buller, Burnham and Manning.
16. Staplehurst Patients' Participation Group - Councillors Buller, Sharp and Silkin.
17. Staplehurst Primary School Liaison - Councillors Gosling, Lain-Rose, Manning, Reardon and Riordan.
18. Staplehurst Surface Water Management Plan Group – Councillor Silkin.
19. Staplehurst Village Centre Trust - Councillors Ashby and Butcher.
20. Village Sports & Social Club – Councillor Butcher.

Proposed by Councillor Lain-Rose, seconded by Councillor Ashby, the appointments were APPROVED nem con.

**APPROVAL OF FULL COUNCIL MINUTES** Minute pages 1529-1532 of 3<sup>rd</sup> May 2016 were proposed for approval by Councillor Lain-Rose, seconded by Councillor Burnham, APPROVED by Councillors (Councillors Claridge and Sharp abstaining), signed by Chairman Silkin and made available at [http://staplehurstvillage.org.uk/minutes\\_of\\_the\\_last\\_meetings.aspx](http://staplehurstvillage.org.uk/minutes_of_the_last_meetings.aspx).

### **ACCOUNTS & FINANCES**

1. Approval of Annual Return
  - (a) Section 1: Annual Governance Statement 2015/16. Proposed by Chairman Silkin, seconded by Councillor Lain-Rose, the Annual Governance Statement 2015/16 was APPROVED by Councillors nem con.

- (b) Section 2: Accounting Statements 2015/16. Proposed by Councillor Lain-Rose, seconded by Councillor Kelly, the Accounting Statements 2015/16 were APPROVED by Councillors nem con.
2. Statement of Accounts for the year ending 31<sup>st</sup> March 2016. Proposed by Chairman Silkin, seconded by Councillor Lain-Rose, the Statement of Accounts for the year ended 31<sup>st</sup> March 2016 was APPROVED by Councillors nem con.
  3. Finance Group Meeting 29<sup>th</sup> April 2016 – Report (for noting) and recommendations (for decision). Councillors NOTED the report of the Finance Group meeting of 29<sup>th</sup> April (published at [http://www.staplehurstvillage.org.uk/finance\\_group.aspx](http://www.staplehurstvillage.org.uk/finance_group.aspx)) and RESOLVED:
    - a) Item 6 – to AGREE the recommendation of Finance Group to ACCEPT the quote of Stanley Painting Contractors to repaint Church Hill railings on the terms set out in the report (proposed Chairman Silkin, seconded Councillor Spearink);
    - b) Item 10 – to AGREE the recommendation of Finance Group to ACCEPT the quote of Full Circle Leisure Ltd to repaint the Skatepark on the terms set out in the report (proposed Councillor Kelly, seconded Chairman Silkin);
    - c) Item 11 – to AGREE the recommendation of Finance Group to ACCEPT the quote of Cam-tech Security Systems Ltd to replace the existing ten-year old Surrenden CCTV system on the terms set out in the report (proposed Councillor Kelly, seconded Councillor Lain-Rose);
    - d) Item 12 – to AGREE the recommendation of Finance Group to ACCEPT the quote of County Fire Protection for maintenance and testing of the Jubilee Sports Pavilion fire alarm system on the terms set out in the report (proposed Councillor Lain-Rose, seconded Councillor Kelly);
    - e) Item 15 – to AGREE the recommendation of Finance Group to APPROVE pursuit of a project for renewal of Christmas Lights in 2016 on the terms set out in the report (proposed Chairman Silkin, seconded Councillor Ashby);
    - f) Item 18 – to APPROVE allocation of funds to reserves for 2016-17 as set out in the Clerk’s supplementary note to Finance Group’s report: (i) increase in General Fund from £48,750 to £57,740.58; (ii) new Open Space Reserve of £10,000; (iii) New Wimpey Field Open Space Reserve to be set up for receipt of handover grant from Taylor Wimpey; (iv) carry-over from 2015-16 to be £8,780 covering scheduled expenditure for that year yet to be incurred or invoiced (proposed Councillor Lain-Rose, seconded Councillor Perry).
  4. Parish Planters Maintenance – Review of bids for new maintenance contract (SL-R) (for decision). *Councillor Kelly left the meeting for the duration of this item.* Proposed by Councillor Gosling, seconded by Councillor Sharp, Councillors AGREED to ACCEPT the quote of mcch Growing Concern on the terms set out in Councillor Lain-Rose’s report ‘Village Planters (0416)’ which had been circulated prior to the meeting. They noted that the contract would be for 48 months and asked that formal annual reviews be incorporated into it. Councillors thanked Councillor Lain-Rose for his work.
  5. Wimpey Fields – Review of bids for work on new community land (PS) (for decision). Proposed by Councillor Lain-Rose, seconded by Councillor Gosling, Councillors AGREED to ACCEPT the quote of Twig Group to undertake clearance work on the terms set out in the confidential note ‘Tender Responses for Wimpey Field Work’ circulated prior to the meeting. Councillor Spearink reported that the representative of Medway Valley Countryside Partnership had visited the site and was comfortable with the proposed works. Councillor Spearink said there was much interest from community groups in the land to be handed over to the Parish Council. Councillor Buller thanked all those involved and Councillor Perry specifically highlighted the early efforts of Councillor Kelly.
  6. Accounts for payment for approval. Proposed by Chairman Silkin, seconded by Councillor Lain-Rose, the list of accounts for payment was APPROVED. For the period 1<sup>st</sup> April to 6<sup>th</sup> May payments totalled £25,658.67 and receipts totalled £139,898.24.

7. Summation of Accounts to 6<sup>th</sup> May 2016 (for noting). NOTED by councillors and published at [http://www.staplehurstvillage.org.uk/minutes\\_of\\_the\\_last\\_meetings.aspx](http://www.staplehurstvillage.org.uk/minutes_of_the_last_meetings.aspx).

**CORRESPONDENCE & CURRENT ISSUES for noting or decision:-**

1. Written Report (1)  
Knoxbridge A229 Residents' Group / A229 Speed Limit – Report of meeting with KCC 06/04/16 (BM) (Item 11, Min1530 of Full Council 03/05/16 also refers). *Councillors AGREED to take this report earlier than scheduled on the agenda to accommodate the interest of members of the public who were present.* Councillors NOTED: (i) they had reviewed a proposed Traffic Regulation Order (TRO) at their meeting on 3<sup>rd</sup> May and had no objection (Min1530); (ii) Councillor Manning's report dated 6<sup>th</sup> May indicated that some residents felt the proposed reduction in the speed limit at Knoxbridge to 50mph did not go far enough; (iii) residents in public forum that evening had expressed their concerns. Without amendment to their agreed position of 3<sup>rd</sup> May, they AGREED to write to KCC Highways to seek clarification of the reason why a limit of 50mph in Knoxbridge was considered more appropriate than 40mph. Councillors also NOTED that the consultation on the proposed TRO was open until 23<sup>rd</sup> May and that individuals were entitled to respond. *Councillor Claridge left the meeting.*
2. Neighbourhood Plan – Update on Examination Status (Steering Group). Councillors NOTED that the Examiner's interim report had raised two issues relating to the potential need for a Strategic Environmental Assessment of the Neighbourhood Plan and to the methodology of site allocations. Councillors NOTED that the Steering Group had held a conference call with Fera Urbanism and planned to meet the MBC Spatial Policy team during the week commencing 23<sup>rd</sup> May to discuss a response to the Examiner.
3. Borough Council Update – Councillor Perry reported that following the borough council elections the new members of committees were to be decided. He said he had been appointed Deputy Leader of the MBC Conservative Group.
4. Accident Data Collection - Report on proposed operational arrangements (JR). This item was deferred in the absence of Councillor Reardon.
5. Correspondence – Invitation from Staplehurst Scout Group to AGM 07/06/16. Councillors Burnham, Lain-Rose, Perry and Spearink said they would attend.
6. Parish Surgery – (1) Reports on surgeries since 7<sup>th</sup> May (for information). Councillors Spearink and Riordan reported that issues raised were parking in Bathurst Road; highway and fencing repair on High Street; bulky refuse collection; parking near the school. (2) Appointment of representatives for future surgeries: AGREED 4<sup>th</sup> June – Chairman Silkin; 11<sup>th</sup> June Councillor Riordan.
7. Written Report (2)  
Transport Accessibility Group – Report of meeting held 15/04/16. NOTED by Councillors and posted at [http://www.staplehurstvillage.org.uk/hawkhurst\\_transport.aspx](http://www.staplehurstvillage.org.uk/hawkhurst_transport.aspx).

Chairman.....

**PUBLIC FORUM:** Before the meeting a resident stated his concern about speeding vehicles in High Street. A Knoxbridge resident expressed the concern felt by local residents that the proposed speed limit reduction to 50mph did not go far enough and that a 40mph limit consistent with adjoining stretches of the A229 would be more appropriate.