

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 20th February 2017 at 7.25 p.m.

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

Parish Clerk: Mr M J Westwood

APOLOGIES: Councillor Burnham.

COUNCILLOR DECLARATIONS regarding items on the Agenda:-

Changes to the Register of Interests – none declared.

Interest in Items on the Agenda – none declared.

Requests for Dispensation – none requested.

APPROVAL OF FULL COUNCIL MINUTES Minute pages 1591-1594 of 6th February 2017 were proposed for approval by Councillor Spearink, seconded by Councillor Sharp, APPROVED by Councillors, signed by Chairman Silkin and made available at http://staplehurstvillage.org.uk/minutes_of_the_last_meetings.aspx. Councillors Ashby, Gosling and Reardon abstained.

FINANCE REPORTS:-

1. Accounts for payment for approval. Proposed by Councillor Lain-Rose, seconded by Councillor Perry, the list of accounts for payment was APPROVED. Payments for the period 7th January to 9th February totalled £14,299.14; receipts for the period were £4,056.22 (Parish Council) and £0.10 (Village Centre Contingency).
2. Summation of Accounts to 09 February 2017 - NOTED by Councillors and published at http://www.staplehurstvillage.org.uk/minutes_of_the_last_meetings.aspx.
3. Bell Lane Pond – Quotes for tree work (for decision). Proposed by Councillor Lain-Rose, seconded by Councillor Riordan, Councillors RESOLVED to accept the quotation from About Trees for the felling and removal of two trees near to Bell Lane pond, as set out in the Clerk's note dated 13/02/17, in readiness for the previously agreed planting work (Min 1588).

CORRESPONDENCE & PARISH ISSUES for decision or noting:-

1. Annual Parish Meeting – Update on review of format (SL-R/RS/PS/LW) (Min 1591). Chairman Silkin reported that a follow-up meeting was yet to take place.
2. Battle's Over – A Nation's tribute – Correspondence from the Pageantmaster about beacon commemoration of the end of the First World War: (for discussion of location and decision – Min 1592). Councillor Spearink said that he and Councillor Perry would coordinate a beacon initiative and would consider a suitable location.
3. Bell Lane Proposed Remedial Works – Observations on current state of Bell Lane and proposed action (PS) (for decision). Councillor Spearink spoke to his report dated 09/02/17 and said that Bell Lane had been damaged by traffic, particularly vehicles connected to construction work. Chairman Silkin proposed that he would write to KCC, MBC and developers to secure action to address the faults, which was AGREED by Councillors.
4. Fishers Farm – Proposal to approach Bovis Homes and Redrow Homes (again) about the layout of Fishers Farm site (JB). Councillor Buller proposed that in view of another developer's receptiveness and encouraging response to the Parish Council's ideas and the Neighbourhood Plan it would be appropriate again to approach Bovis Homes and Redrow

Homes about the proposed layout of Fishers Farm site. Councillors RESOLVED that the two developers be approached again.

5. Objectives for 2017-18 – Update on assessment of proposed objectives (CC/RS) (for noting/decision). Councillors Claridge and Silkin explained that they had produced a matrix of activities in an attempt to identify those areas which would produce the greatest benefit across the parish. They had identified five key strands of activity from which objectives could be built: (i) Communication; (ii) Neighbourhood Plan monitoring; (iii) Parking and traffic; (iv) Petrol station, railway station and supermarket; (v) Surrenden Field. It was AGREED that Chairman Silkin would circulate the matrix and related material to councillors for their consideration of what objectives they would like to build from these strands and for which they would take responsibility.
6. Parish Surgery – (i) Report on parish surgeries held 11 & 18 February (MA/RS): subjects raised were NatWest branch closure; Hen & Duckhurst Farm development; Wimpey Field pond; fly-tipping; (ii) Appointment of representatives for future surgeries – 11/03/17 Councillor Buller. Councillor Spearink said he would look into the availability of a sign lighter than the one currently used to advertise the surgery. *Councillor Claridge left the meeting during this item.*
7. Request for Donation (1) – Correspondence from Jack Davidson Dance (for decision). Councillor NOTED the request from Jack Davidson Dance to make a donation to help finance participation by local children in the British Dance Championships to be held in Blackpool in April. Having considered the parish council's Policy on Donations from Parish Funds and the provisions of S145 (1) of Local Government Act 1972, councillors RESOLVED to agree in principle for this year only to the requested donation of £300, requesting more specific information about how the donation would be allocated. Councillors Lain-Rose, Reardon and Silkin abstained.
8. Request for Donation (2) – Note of meeting re Staplehurst Parish Magazine. Councillors NOTED that Councillor Whittle and the Clerk had met the new editor of the Parish Magazine to discuss the content of the Parish Council's contribution to the monthly publication. They NOTED that the Parish Magazine wished to generate funds from copy that was 'advertising' in nature to help sustain copy that was more editorial in nature. It was NOTED that the Parish Council's monthly contribution contained regular public information as well as more topical items. Proposed by Chairman Silkin, seconded by Councillor Gosling, Councillors RESOLVED by majority: (i) to make a donation to the magazine; (ii) that the donation should be £100. They RESOLVED nem con to rework the Parish Council contribution to one page; Councillor Sharp volunteered to undertake this task.

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

1. Clerk's Report – The Clerk reported that the Deputy Caretaker was covering caretaker duties; the Parish Office was managing the transition of the office's financial tasks; work had commenced on resurfacing the Surrenden Road play area. Councillor Lain-Rose said he had provided Parish Office staff with new job descriptions.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - a) Facebook Training – Report on proposals received (Min 1592). Councillors NOTED the Clerk's report that four requests for proposals to deliver Facebook training to councillors had generated one response. Councillors requested that more responses be chased.
 - b) Community Payback – Report of meeting 08/02/17 and proposal for working agreement (for decision). Councillors NOTED the report of the meeting held by Councillor Spearink and the Clerk with the Community Payback area co-ordinator. Proposed by Chairman Silkin, seconded by Councillor Spearink, Councillors RESOLVED that the Clerk should sign the proposed working agreement to cover

future projects to be undertaken by the parties. Councillor Lain-Rose abstained. Councillor Spearink reported that the Community Payback team had laid road stone to improve public footpath 302A at the western side of Wimpey Field. He said further work would be undertaken over coming weeks to complete clearance at Bell Lane pond and undertake planting; he encouraged councillors to visit the area to observe the work on Saturdays between 09.30 and 14.00. He advised that four bow-saws at £5.79 each would be acquired for the Parish Council's tool store to support future work.

- c) Play Scheme – Note of meeting with Play Place 07/02/17. The report of the meeting was NOTED by Councillors. Dates for the summer scheme are 31st July to 18th August inclusive.
 - d) Rural Settlement Group – Draft terms of reference (SL-R) (for approval). *This item was discussed after Correspondence and Parish Issues Item 2.* Councillor Lain-Rose said he had drawn up the proposed terms of reference in consultation with the outgoing Chair of the Rural Settlement Group. The new name of the Group would be the Neighbourhood Plan Review Group and its remit would embrace the monitoring and review of Staplehurst's neighbourhood plan as well as the plans in the borough and neighbouring parishes. Councillors discussed the fit of the Group with the parish council's planning committee and the consensus view was that their functions were different. It was noted that the planning committee had delegated powers whereas the Group's role was advisory. Proposed by Councillor Lain-Rose, seconded by Councillor Perry, Councillors AGREED to accept the proposed terms of reference which were published at http://www.staplehurstvillage.org.uk/policies_information.aspx. Councillors Claridge and Spearink abstained.
 - e) Rural Settlement Group – Minutes of meeting 11/01/17. NOTED by Councillors and published at http://www.staplehurstvillage.org.uk/rural_settlement_group.aspx. Councillor Lain-Rose commented that a cash machine was now installed at SPAR.
 - f) Salt Bins – Report on preliminary investigations (LW/PS) (Min 1588). Councillors Spearink and Whittle said they had surveyed potential sites for new salt bins. Councillors AGREED that the item be discussed at the next meeting and in the meantime they would consider how many new bins would be appropriate. Councillor Reardon highlighted the need to consult residents near any proposed new sites.
 - g) Wimpey Field – Report on Transfer. Councillors NOTED the Clerk's report dated 16/02/17 and that the proposed legal transfer document was being finalised. They RESOLVED that, subject to satisfactory search results and arrangements for payment of the grant by Taylor Wimpey, two councillors be mandated to sign the transfer document TP1 on behalf of the Parish Council. Councillor Lain-Rose proposed that Councillor Spearink be one of the signatories, which was AGREED.
3. Oral Reports from Committee/Groups/Councillors – for information only.
- a) Carnival & Fete - Councillor Whittle said that he had attended a Carnival and Fete Committee meeting with Councillor Manning. He said that it would greatly assist the committee if the fete programme could be included in a parish council distribution and that there was also a place for it in a village welcome pack. Councillors NOTED the comments for discussion at a future meeting.

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

1. Borough Councillor's Oral Report – Councillor Perry commented that MBC's current priority was agreement of its new budget.
2. Kent Association of Local Councils – Minutes of meeting of Maidstone Area Committee 06/02/17 and Report by Councillor Ashby. The minutes of the meeting were NOTED and published at http://www.staplehurstvillage.org.uk/kent_association_of_local_councils.aspx. Councillor Ashby

highlighted that the meeting attendees had been most concerned about the reduced resource levels at MBC's enforcement team. Councillor Perry commented that a review of the situation was being carried out.

3. PCSO Report – PCSO Gardner's report for the previous month showed five thefts, one criminal damage, one burglary other than dwelling and one attempted burglary.

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

1. Patient Participation Group – Minutes of meeting 25/01/17. NOTED by councillors and published at http://www.staplehurstvillage.org.uk/patient_participation_group_at_health_centre.aspx

URGENT MATTERS (at Chairman's discretion, information only items for noting or for decision at a future meeting)

No items were raised.

Chairman.....

PUBLIC FORUM: Before the meeting Councillor Claridge said he felt the Rural Settlement Group would duplicate work done by the Parish Council's planning committee and questioned possible non-councillor use of Parish Office resource. A resident said the Village Centre Redevelopment Group had envisaged that the Youth Club land would feature in possible redevelopment plans for the Village Centre, but he had not appreciated the nature of the Parish Council's interest in the land.