

STAPLEHURST PARISH COUNCIL

MINUTES 2ND MAY 2023

Public Forum

A resident raised concerns that the lorries are damaging the pavement when turning right. It was suggested that a no right turn sign is installed
Clerk to liaise with KCC Councillor and KCC Highways

Borough Councillor's Report (Standing Item):

Cllr Perry announced that the Oak Tree along Headcorn Road has been saved and that Hush Heath licensing amendment has been approved.

Cllr Hotson asked about the planning application for the Staplehurst Community Centre – Cllr Sharp stated that she was chasing the matter up and there are one or two points to clarify with MBC Planning Department.

County Councillor's Report (Standing item): NA

Present: Cllrs Riordan, Cllr Hotson, Eerdekenes, Perry, Castro, Farragher, Mclean, Sharp and Buller.

1. **APOLOGIES:** Cllrs Mclaughlin, McPhee and Alesi
2. **COUNCILLOR DECLARATIONS regarding items on the Agenda:**
 - 2.1. Declarations of Lobbying - None
 - 2.2. Changes to the Register of Interests -None
 - 2.3. Interests in Items on the Agenda – Cllrs Sharp, Perry and Hotson – item 6.1
 - 2.4. Requests for Dispensation - Cllrs Sharp, Perry and Hotson requested dispensation to speak and vote for item 6.1. Cllr Riordan proposed and Cllr Farragher seconded to approve dispensation – agreed majority 6 for, 0 against and 3 abstained (Cllrs Sharp, Perry and Hotson)

3. APPROVAL OF FULL COUNCIL MINUTES:

Pages 2083 – 2088 of 11th April 2023 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk) Cllr Buller proposed and Cllr Hotson seconded that the minutes be approved - agreed unanimously, and signed by Councillor Riordan.

Signed by Chairman.....Date.....

4. FINANCE REPORTS & PROPOSALS

4.1. Annual Governance and Accountability Return 2022/2023

The Council noted,

4.1.a The Annual Internal Audit Report is received and noted Appendix B of the report

Following a debate the following was agreed

Resolution;

4.1.b The Annual Governance Statement (section 1) – appendix C of the report was read out by the Clerk and each section was agreed. Cllr Buller proposed and Cllr Sharp seconded approval – agreed unanimously

4.1.c The Accounting Statements (section 2) appendix D of the report Cllr Hotson proposed and Cllr Sharp seconded approval – agreed unanimously

4.2 Bell Lane Public Toilet cleaning contractor -

Following a debate, where it was suggested we request for 2 months' notice and that we are aiming to install an opening / closing mechanism, Cllr Riordan proposed and Cllr Sharp seconded approval of the resolution below– agreed unanimously

to appoint P and F Cleaning Services Ltd at a fee of £8,940 plus VAT per year plus the opening and closing option of £250pm plus VAT as the Cleaning contractor at Bell Lane public toilets (request 2 months' notice period)

5. CLERKS REPORT ON OUTSTANDING MATTERS - attached

Note we are still chasing Sainsbury's regarding the timetable for the Shuttle Bus and the Police to attend a Council meeting.

The Clerk confirmed that he is still chasing Sainsburys regarding the shuttle bus

6. PROPOSALS FOR DISCUSSION and DECISION

6.1 JFMC update report

Following a debate it was agreed to defer the "skip item" in appendix A as they still did not have a date for the changeover to a commercial bin.

Cllr Riordan proposed and Cllr Buller seconded approval of the resolution below– agreed unanimously

Resolution:

- 1) to agree retrospectively the approval of items set out in Appendix A of this report – defer the skip item

Following a debate it was suggested that in the Pavilion Hire agreement point 8 that "No alcohol or cash are kept on site" is added and also that the documents should be signed by all parties by 31st July 2023.

To note updated agreements

- JFMFC and Football clubs' agreement for use of the pavilion
- JFMFC and Football clubs' agreement for use of the sports pitches

Signed by Chairman.....Date.....

6.2 Playscheme 2023 report

Following a debate Cllr Buller proposed and Cllr Riordan seconded approval of the resolution below– agreed unanimously

Resolution: to approve the following;

- a) the dates and times of the scheme

Monday 31st July – staff organisation and Open Morning

August Tuesday 1st – Friday 4th 9am – noon

Monday 7th – Friday 11th 9am – noon followed by noon – 3pm

Monday 14th – Friday 18th 9am – noon followed by noon – 3pm

On the last day an extra hour will be paid for the staff to clean the venue.

- b) the fees – proposed £5 for pre-booked and £6 on the day
- c) the BioBlitz proposed 16th August 2023
- d) the use of the Infant Hall
- e) the appointment of a new Councillor, to oversee the play scheme, working with Jean Terry, and to make regular visits during the three weeks – deferred until the AGM

6.3 Appointment of a councillor to represent SPC at the Local Plan Review Inspection

Following a debate Cllr Buller noted that revised dates have now been put forward. Cllr Buller, Cllr Sharp the Deputy Clerk and Margaret Arger will liaise to ensure cover Margaret Arger can do most but not all. Cllr Buller proposed and Cllr Riordan seconded approval of the resolution below– agreed unanimously

Resolution: to appoint Margaret Arger as the Staplehurst Parish Council representative, and a substitute as required

6.4 Youth Club report

Following a debate Cllr Hotson proposed and Cllr Castro seconded approval of the resolution below– agreed unanimously

Resolution: to approve the recommendations of the Finance and Strategy Group;

- a) Standard Hire form and Terms and Conditions Appendix A
- b) Standard Service Contract for cleaning – Appendix B
- c) Fees as set out below

	Morning	Afternoon	Evening
	Exc VAT	Ex VAT	Ex VAT
Community Group; Without membership fees such as NDPR Group, SCEG	£0	£0	£0
Community organisation / society with membership fees	£10	£10	£10
Commercial / private hire	£30	£30	£60

Signed by Chairman.....Date.....

6.5 Yellow line consultation feedback report

Following a debate where Cllr Buller emphasised that this was the start of the process and that the Clerk will need to write to KCC Highways and our KCC Councillor requesting they undertake consultation on the project. Then, Cllr Buller proposed and Cllr Riordan seconded approval of the resolution below– agreed unanimously.

Resolution: to recommend to KCC Highways to consider the introduction of yellow lines as set out in appendix A of this report

7. CORRESPONDENCE & PARISH ISSUES for decision or noting: NA

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

8.1. Chairman's Report

The Chairman thanked all Councillors and members of the various working group for putting in so much time and effort over the last four years.

That the 3G all-sports Site Inspection Report has just arrived and been circulated

That some patching of potholes has begun – still some way to go.

That we are working with KCC highways to progress the Cranbrook Road crossing

That the latest on the Gybbon Rise is "that they are redesigning the Yellow lines" – will keep chasing

Can as many people as possible support the Coronation event (Cllr Riordan, Buller, Mclean and Farragher will be attending and supporting)

That we need to put up the bunting Thursday or Friday – Cllr Riordan / Cllr Sharp

That the Clerk, consulted with the Chairman, and used emergency powers to get the ladies toilets in the Youth Club fixed, the fee will be around £100.

8.2. Committee and working group minutes for noting

8.2.1. Planning Committee minutes of 17th April 2023 – to follow

8.2.2. Road Safety Group next meeting to be arranged

8.2.3. JFMC minutes next meeting 23rd May 2023

8.2.4. SCEnic minutes next meeting to be arranged

8.2.5. 3G all-sports pitch working group minutes 25th April 2023 to follow

8.2.6. Finance and Strategy Group meeting 27th April 2023 to follow

8.2.7. NDP review next meeting 12th April 2023 - noted

8.2.8. Greener Staplehurst Group minutes 19th April 2023 - noted

9. REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting) - No items

Cllr Riordan closed the meeting as a member of the public emphasised the need to enforce the various yellow lines, this is a role for the Police and MBC parking. The Parish will keep chasing up though.

A resident on behalf of everyone thanked Cllr Buller for outstanding service to the community of Staplehurst for forty years.

Cllr Riordan reopened the meeting for the final item

Signed by Chairman.....Date.....

10. HONORARY FREEMAN OF THE PARISH

Following a debate which included some points to highlight Cllr Buller's outstanding service to Staplehurst;

- Parish Councillor – from May 1983 – to date
- Under -Five Playgroup Booking Clerk for five years
- School Governor for six years
- Helped establish Staplehurst Neighbourhood Watch, and acted as Treasurer from 1998 – to date
- Founded and organised , with her husband Interest Group (senior citizens' weekly social group) from March 2002 – to date
- Founder member of the Staplehurst Library User Group – 2007 to date and Reading Group 2005 – to date
- Community Speed Watch from 2006– to date
- Helped establish and act as Chairman Community Hub Afternoon tea (CHAT) weekly social group 2010 – 2023
- Acted as Parish coordinator and managed organisation of Children's summer Playscheme in Staplehurst – Started in 2002– to date
- Community Litter Pick organiser (twice per year) from March 2002 – to date
- Represented the Parish Council at the Friends of the Medical Centre, Village Hall Management Committee, County Speed Watch Scheme and other groups over many years
- Helped form "Community Food Bank / Fridge" and weekly volunteer from November 2021 to date
- Helped form "Winter Warm Hub" September 2022 – March 2023
- Staplehurst Primary School teacher on supply then in post 1983 – 1997 (paid)

Cllr Riordan then said "It is a genuine honour to have worked alongside Mrs Joan Buller who is stepping down after 40 years' service to Staplehurst Parish Council. Her knowledge and experience on all Parish matters is almost unique and her willingness to assist and encourage new Members has proved so beneficial for the Parish Council. We have all benefitted from working alongside her and her wisdom, especially in planning matters where Planning Officers and Planning Inspectors alike tremble at the sight her standing up, shuffling her papers and saying " Right, with regards"

Joan has made a huge contribution to the life in Staplehurst and has always been an upright character in the community. Her volunteering for so many organisations, groups and clubs is unrivalled.

I know Joan lives and breathes for the local community, always putting others before herself. Her tireless work has touched people of all ages, making a real difference to their physical and mental wellbeing in so many ways: making the village cleaner and tidier, supporting vulnerable people and delivering stimulating activities for young and old alike – to name but a few of her positive contributions. Everyone knows that Joan is always available, approachable and ready to help.

Her caring, honesty and understanding of people are all attributes stemming from her teaching credentials matured here in Staplehurst. How lucky Staplehurst has been for the past 40 years to have had a truly magnificent resident and councillor.

Signed by Chairman.....Date.....

It could have been so different, for whilst at teacher training college she qualified as a Football Association referee!

I know her, and her husband Malcolm, are looking forward to a few holidays, seeing more of their children, grandchildren and she will continue to volunteer in various village groups.

We will really, really miss her at the Parish Council and wish her all the best for the future.”

Cllr Riordan proposed and Cllr Hotson seconded approval of the resolution below– agreed unanimously, too rousing applause.

To make Joan Buller a Honorary Freeman of Staplehurst Parish

11. URGENT MATTERS - NA

12. SPECIAL MOTION & REPORT - NA

Meeting closed ...9.15.....

Signed by Chairman.....Date.....