

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 14th October 2019 at 7.50p.m.

PRESENT: Councillors Bowden, Buller, Chapman, George, Lain-Rose, Perry, Rawlinson, Sharp, Spearink, Thomas, Walsh and Riordan who was in the Chair.
Parish Clerk: Mr MJ Westwood

APOLOGIES: Councillors Forward and Miller whose reasons for apology were accepted.

COUNCILLOR DECLARATIONS regarding items on the Agenda:

Changes to the Register of Interests – none declared.

Interests in Items on the Agenda – Councillors Perry (trustee) and Riordan (Chair of Jubilee Field Management Committee) declared an interest in the Jubilee Field Development Proposal.

Requests for Dispensation – Councillor Perry requested and was granted a dispensation to participate in discussion and voting on items relating to Jubilee Field in accordance with Section 33(2)(c) of the Localism Act 2011. Chairman Riordan exercised the dispensation previously granted for his term of office (Min 1778).

APPROVAL OF FULL COUNCIL MINUTES: Minute pages 1786-1789 of 23rd September 2019 were APPROVED by Councillors, signed by Chairman Riordan and made available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>.

FINANCE REPORTS

1. Accounts for payment – for approval. Proposed by Councillor Perry, seconded by Councillor Thomas, the listed accounts for payment were APPROVED. Expenditure for the period 12th September to 8th October totalled £15,943.34; income for the period was £245.68.

Approved Payments 12th September - 8th October 2019	Amount
Cllr Expenses Reimbursement re Planter Paint	83.42
Cllrs Travel Claims	42.20
Staff Travel Claim	19.80
Cllr Expenses Re Planter Paintbrushes & Kettles	14.02
Choice Support - Planter Maintenance September	391.62
Homeleigh Timber - Plantex Weed Ground Cover re Parade	79.99
KCC - Office Stationery	13.98
Iden Business Services - Internal Audit 6 months to Mar 2019	240.00
KCC - Stationery	14.10
Homeleigh Timber - Cabin Hooks re The Parade	10.66
Came & Company - Local Council Insurance	3185.00
September Payroll & Pension Costs	5193.10
Voxx Machinery - JF Container Laser Cut Steel	279.60
Homeleigh Timber - Geotextile re Parade Planters	168.00
Staplehurst Youth Club - Youth Worker 3/4 Instalment	1000.00
Jubilee Field Management Committee - 2/2 Maintenance Pay	1250.00
GRS - Tree Survey Footpath KM312	360.00
Streetlights - Chapel Lane Street Light Columns Inspection	49.50
Homeleigh Timber - Paint & Tape re Surrenden Field Play Area	17.98
Homeleigh Timber - Padlock & Chain re Youth Club Gate	21.10
Paxman Printing - Village Update Autumn	295.00
Paxman Services (UK) Ltd - Bell Lane Toilets Clean/Open Sept	695.49

Paxman Services (UK) Ltd - Bell Lane Toilet Sundries Sept	52.50
Bradley Hawkins - Strimming & Mowing Wimpey Fields Sept	100.00
Bradley Hawkins - Hedge Cutting A229/Chestnut Avenue	170.00
KALC - Councillor Training	60.00
All Saints Staplehurst - Churchyard Maintenance 2nd Payment	1160.17
Community Payback Refreshments - Planter Painting	52.00
Postage - Village Update	152.50
Community Payback Refreshments - The Parade	61.20
Community Payback Refreshments - Bell Lane Car Park	40.56
Business Stream - Water Charges Bell Lane Toilets Apr-Sept	183.09
MBC Council Tax - Room 1 October	61.00
MBC Council Tax - Room 2-3 October	71.00
Business Stream - Surrenden Pavilion Waste Water 2/2	42.54
E-on - Street Light Energy Sept	53.00
Countrystyle Recycling - Waste Collection September	62.98
Arron Services - Hosted Exchange Services Oct	171.00
TOTAL CURRENT ACCOUNT EXPENDITURE	15,918.10
TOTAL PETTY CASH EXPENDITURE	25.24

2. Summation of Accounts – for noting. NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. Arriva Bus Service – Report of meeting of Transport Accessibility Group 20/09/19 (for noting) <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/> and request from Group that the Parish Council write to the Transport Commissioner about the No.5 bus service (for decision). Proposed by Councillor Sharp, seconded by Councillor Buller, it was RESOLVED to send the proposed letter to the Transport Commissioner. Councillors thanked Mr Robin Oakley for attending the Transport Accessibility Group meeting, for drafting the letter and for maintaining a detailed schedule of service issues.
2. Jubilee Field Development Proposal – Request from Jubilee Field Management Committee to support an application for funding for development of football facilities on the site (by requesting Maidstone Borough Council to allocate to the project Section 106 funds held from developer contributions) (for decision). Chairman Riordan explained: the Management Committee sought a grant of £13,000 from S106 funds held by MBC; the grant combined with £23,000 of the Management Committee's own investment would enable it to secure £36,000 matched funding from MBC; this in turn would put it in a position to apply for funding of £70,000 from the Football Foundation. After some discussion, it was RESOLVED to support the application subject to sight of satisfactory information about the finances of the Jubilee Field Management Committee, the details of the proposed use of the funds and the Council's satisfaction that its requirements set out in its decision of 28th January 2019 (Min 1742-1743) were addressed: "granting of planning consent; agreement on satisfactory management and maintenance arrangements; the terms and conditions of funding should be appropriate and satisfactory; the terms and conditions of the funding should not conflict with those for the funding that had been obtained for the football pavilion."
3. Maidstone Borough Affordable and Local Needs Housing Supplementary Planning Document (SPD) – Invitation from MBC to comment during public consultation <https://www.maidstone.gov.uk/home/primary-services/planning-and-building/primary-areas/local-plan-review> (deadline 18/11/19). Councillor Bowden volunteered to review the consultation documentation.

4. MBC Homeless Outreach Team – Correspondence about the team’s role (for noting). Councillors NOTED that MBC had set up a new team to address and support the street homeless population in the borough. It was AGREED to publicise the team’s contact details.
5. Parking in Staplehurst – Reports from PCSO and MBC Parking Services (for noting). Councillors NOTED the reports on action taken by Staplehurst’s PCSO and by MBC Parking Services during September and October. During visit time totalling 23 hours in September, MBC Parking Services issued fifteen penalty charge notices on roads around the village. In October, fifteen visits to Gybbon Rise produced one penalty charge notice and 32 vehicles moved from contravention. Councillors thanked PCSO Gardner and MBC Parking Services for their work and Councillors Chapman and Riordan for helping to bring about the visits.
6. Tunbridge Wells Borough Council Local Plan – Invitation to comment <https://beta.tunbridgewells.gov.uk/local-plan/draft-local-plan> (deadline 01/11/19). Councillor Sharp volunteered to coordinate comments on behalf of the Parish Council and requested that they be sent to her by 27/10/19. Councillors commented that proposed developments in locations south of Staplehurst would make a material difference to traffic passing through the village. They encouraged individuals to respond to the consultation too.
7. Winter Salt Supply – Offer from Kent Highways of salt/sand mix for use by the Parish Council (for decision – deadline 15/10/19). Councillors NOTED the offer with thanks, but RESOLVED to decline it because past experience had shown that sand created a mess. It was AGREED that the Parish Office should continue to order salt supplies to top up the Parish Council’s bins in the usual way.

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

1. Clerk’s Report – The Clerk reported: after supporting the Village Clean-Up, the Parish Office was now supporting arrangements for the 125 Years exhibition, making arrangements for the Remembrance Day parade and commencing work on the Parish Council’s Christmas event; the Office had prepared an initial draft 2020-21 budget for Finance and Strategy Group and was working on further scenarios; the Clerk had met Redrow Homes who had received planning consent for a revised layout of Phase 2 of the development; the Clerk had met South East Water to discuss the planned installation of a new water main on Marden Road and consequent temporary road closure – the company will hold a drop-in event on 30th October from 4.00pm to 6.30pm in the Village Centre to answer questions about the arrangements.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - 2.1. 125 Years Exhibition – Report of meeting 07/10/19 and on preparations for event on 26/10/19. Chairman Riordan asked Councillors to support the event and take a turn on the Parish Council’s stall. It was AGREED to arrange for a photograph to be taken of the new council before the event at 9.30am.
 - 2.2. Communications Group – Report of meeting 16/09/19 – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/communications-group/>. Proposal to reduce the number of copies printed of the Village Update and Annual Report. Councillors expressed a range of views on the proposal covering the desirability of saving paper, delivering information through new channels that people use, respecting the needs of those not on social media, the ‘readability’ of the printed page, managing the cost of the publication. It was NOTED that the current Village Update carried an invitation to provide feedback on the Update’s format and content, but none had been received and a further invitation could usefully be included in the next edition. Councillor Lain-Rose suggested other paper options could be considered. Proposed by Councillor Lain-Rose, seconded by Councillor Perry, it was RESOLVED that Communications Group should explore other options for delivery of a paper publication, including collaboration with advertisers,

other village publications and/or local press. Councillor Buller voted against and asked for it to be recorded that she wished to retain the current Update.

- 2.3. Community Enhancement Group – Report and recommendations arising from meeting 30/09/19 – installation of planters at The Parade (further to Min 1775-1776). The report was NOTED and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/community--leisure-group/>. Councillor Bowden presented the proposal to install timber planters within the recently cleared brick planters at The Parade (five on the southern planter and three on the northern one). It was NOTED that the cost of the works would be in the region of £1,200 and that the sum available from past donations and a promised one would be £986.06. It was also NOTED that Finance & Strategy Group supported the proposal in as far as it would be matched by third party funding. Councillor Perry said that he would be prepared to assist from his borough council member's fund. Proposed by Councillor Buller, seconded by Councillor Chapman, it was RESOLVED to support the proposed works to the value of £1,200 on the basis that they be funded from donations and grants. Chairman Riordan commented that contact had been made with the landlords about the works and about repairs that were required to the brickwork surrounding the planter beds.
 - 2.4. Neighbourhood Plan Review Group – Minutes of meeting 25/09/19 – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/neighbourhood-plan-review-group/>. Recommendations: (i) Action to enable completion of minor changes to the Staplehurst Neighbourhood Plan – Councillor Lain-Rose confirmed that he would attend to the minor amendments agreed between MBC and the Parish Council; he requested a copy of the amendments and guidance from the Neighbourhood Plan Review Group on the execution of them; it was AGREED that the secretary of the Group be contacted for guidance and that the Clerk should contact Fera Urbanism to resolve a technical query relating to the document file; (ii) Pursuit of further information about the numbers of Staplehurst children attending secondary schools in the neighbouring areas – the Clerk said that he had taken up the enquiry with the Area Education Officer.
 - 2.5. Parish Planters – Report on the issue of a proposed invitation to tender for the regular maintenance of the parish planters. Councillors NOTED that the Parish Office would shortly issue an invitation to tender for a new contract to run from August 2020.
 - 2.6. Road Safety Group – Report of meeting 26/09/19 – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/road-safety-task-and-finish-group/>. Councillor Perry complimented the Group for its discussion with Hush Heath Winery about local traffic movements.
 - 2.7. Surrenden Playing Field Lease – Final copy of new 125-year lease for execution (per decision Min 1741) by two parish councillors. It was RESOLVED that Councillors Riordan and Buller should sign the lease on behalf of the Parish Council.
 - 2.8. Village Clean-Up – (i) Cllr Buller's report of clean-up held on 05/10/19 – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>; (ii) Proposal to make donations to Youth Club and Men's Shed in recognition of their support of the event – Proposed by Councillor Buller, seconded by Councillor Lain-Rose, it was RESOLVED to make donations of £50 to the Youth Club and the Men's Shed.
3. Oral Reports from Committee/Groups/Councillors – for information only.
There were no reports.

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

1. Borough Councillor's Report – Councillor Perry commented that MBC's two priorities were currently Council Tax and the Local Plan Review.
With the meeting approaching two hours in duration, members RESOLVED to suspend standing order 3.24 to permit discussion of the remaining agenda items.

2. Kent Association of Local Councils – Minutes of meeting 23/09/19. NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>.
3. Police Report – PCSO Gardner’s report for September. Councillors NOTED that the report listed six reportable crimes committed in Staplehurst.

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

There were no reports.

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

None.

SPECIAL MOTION & CORRESPONDENCE/REPORT:-

1. To move that the public be excluded from items 2 and 3 due to their confidential nature. Proposed by Councillor Lain-Rose, seconded by Councillor Buller, Councillors RESOLVED to APPROVE the motion. Members of the public left the meeting.
2. To consider confidential correspondence received from Maidstone Borough Council relating to the Local Plan Review. A discussion took place regarding the confidential correspondence received.
3. To note the confidential report of the Employment Group’s meeting 03/10/19 and to consider and approve its recommendations relating to staff remuneration. *The Clerk left the meeting prior to discussion of this item.* It was RESOLVED to APPROVE the recommendations of Employment Group relating to staff remuneration and working hours, as set out in the note dated 03/10/19 and supplementary note dated 10/10/19.

Chairman.....

PUBLIC FORUM: Before the meeting two comments were made in support of continuing to issue and distribute parish-wide a printed version of the Village Update. It was said that the joint distribution arrangements between the Village Update and the Friends of the Health Centre newsletter were important. Mr Buller spoke on behalf of the Road Safety Group to say that 84 replies had been received to the 20mph zone survey (19% response rate) and all but five supported such a zone. On behalf of the organisers of the 125 Years exhibition, he expressed thanks for help received in organising the event to date and appealed for a strong Parish Council presence on the day.

Proceedings finished at 10.30pm.