

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
Virtual Meeting via Zoom video-conference
Monday 28th September 2020 at 7.00p.m.

PRESENT: Councillors Bowden, Buller (from the point indicated in the minutes), Castro, Forward, Gartan (from the point indicated in the minutes), George, McNeill, Miller, Perry, Rawlinson (until the point indicated in the minutes), Sharp, Spearink, Thomas and Riordan who was in the Chair.

Acting Parish Clerk: Mr MJ Westwood

CO-OPTION TO FILL COUNCILLOR VACANCY followed by the signing of the Declaration of Acceptance of Office. Councillors considered personal statements provided by residents interested in co-option. It was RESOLVED to co-opt Mr Bradley Gartan to the Parish Council. Councillor Gartan signed the Declaration of Acceptance of Office and took his place at the Council meeting.

APOLOGIES: Councillor Lain-Rose sent apologies which were received after the meeting.

COUNCILLOR DECLARATIONS regarding items on the Agenda:

Changes to the Register of Interests – none declared.

Interests in Items on the Agenda – none declared.

Requests for Dispensation – no requests.

APPROVAL OF FULL COUNCIL MINUTES: Proposed by Councillor Thomas, seconded by Councillor Miller, minute pages 1849-1855 of 7th September 2020 were APPROVED by Councillors, to be signed by Chairman Riordan and made available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. Councillors Gartan and Rawlinson abstained.

FINANCE REPORTS

1. Accounts for payment – for approval. Proposed by Councillor Perry, seconded by Councillor Forward, the listed accounts for payment were APPROVED. Expenditure for the period 28th August to 22nd September totalled £18,153.36; income for the period was £0.57.

<u>Approved Payments 28th August - 22nd September 2020</u>	Amount
Hugo Fox Ltd - Website SSL Certificate & Support	39.99
KCC - LGPS Cessation Liability 1st 1/2 yr payment	3,450.00
Paxman Services (UK) Ltd - Bell Lane Toilets Clean/Open Aug	695.49
Paxman Services (UK) Ltd - Bell Lane Toilet Sundries Aug	37.19
Arron Services Ltd - Laptop Ethernet Cable & Labour Chg	126.00
KALC - Annual Finance Conference	60.00
The Events Industry Forum Ltd - The Purple Guide Subs	30.00
Homeleigh Timber - Oak Sleepers x8 The Parade Nth GSG	243.50
HMRC - Tax & NI August	2,118.84
Cllr Reimbursement re Workshop Tools	25.00
Payroll September	6,265.78
Arthur J Gallagher - Came & Co Annual Insurance	3,299.36
Subway - Community Payback Refreshments Scout Hut	37.08
Subway - Refreshments Community Payback Scout Hut	53.63

Subway - Refreshments Community Payback Workshop VC	37.08
MBC - Council Tax Room 1 September	62.00
MBC - Council Tax Room 2-3 September	72.00
SSE - Surrenden Pavilion Energy May-Aug	55.95
SSE - Bell Lane Toilets Energy May - Aug	59.89
Sage Accounts - Annual Renewal	201.60
Sage Payroll - Annual Renewal	234.00
Business Stream - Bell Lane Toilets Water Aug	43.31
Opus Energy - Parish Office Energy Aug-Sept	63.12
Opus Energy - Surrenden Pavilion Energy Aug-Sept	165.70
Opus Energy - Bell Lane Toilets Energy Aug-Sept	165.67
E-on - Street Light Energy August	54.77
Countrystyle Recycling - Waste Collection August	65.76
Kent County Council - Youth Club Lease/Purchase Sept - Dec	212.50
Lloyds Bank Charges - September	7.15
Arron Services Ltd - Hosted Exchange Service September	171.00
TOTAL CURRENT ACCOUNT EXPENDITURE	18,153.36
TOTAL PETTY CASH EXPENDITURE	0.00

2. Summation of Accounts – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
3. Bell Lane Toilet Block – Proposal for expenditure on external and internal repainting (for decision). Proposed by Councillor Spearink, seconded by Councillor Sharp, it was RESOLVED to accept the quotation of £2,540.00 from Art Décor Kent Ltd for the redecoration of Bell Lane toilet block. Councillor Forward abstained.
4. Christmas Lights – Proposal for expenditure on load-testing of lamp columns, which is required before motifs can be attached (for decision). Proposed by Councillor Thomas, seconded by Councillor Forward, it was RESOLVED to accept the quotation of £1,265.00 + VAT for load-testing of the street lighting columns to facilitate their use for Christmas motifs. It was NOTED with thanks that County Councillor Hotson had offered £500 from his KCC Member's Fund towards this cost. It was also NOTED that certification of successful load-testing would be valid for three years.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. Dickens Gate Closed Remembrance Day Event – Invitation from David Wilson Homes to send two representatives to a closed event on 11/11/20 (for decision). No members expressed a wish to attend the event. It was NOTED that Councillors Buller and Forward would be visiting the site on 13/10/20 to gather information about the development. *Councillor Buller joined the meeting during this item, with apologies for late arrival which were accepted.*
2. Inspection Reports – Annual RoSPA inspection reports of Jubilee Field Skatepark and Surrenden Playing Field play areas (for agreement on follow-up actions). Councillors NOTED the content and recommendations of the reports. They also NOTED that the Clerk and Caretaker were dealing with smaller issues and that contractors would be approached for larger jobs.
3. Premises Licence Application Consultation – Sainsbury's Station Road, Application No. 20/02174/LAPRE (for comment/noting). Proposed by Councillor Thomas, seconded by Councillor Castro, it was RESOLVED to express support for the application.
4. Public Space Protection Order – Correspondence from Maidstone Borough Council regarding designation of open play areas as protected spaces under the order approved by MBC on 25/08/20: request for a Parish Council decision on designation of open areas at Surrenden Field and Jubilee Field Skatepark. Proposed by Councillor Spearink,

seconded by Councillor Sharp, it was RESOLVED not to request that the open areas be designated as protected spaces under the Public Space Protection Order.

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

1. Clerk's Report – The Acting Clerk reported: the Parish Office was dealing with a high volume of planning consultations; it was continuing its review of the accessibility of the Parish Council website; an NHS Test and Trace QR code poster is displayed in the entrance to the Parish Office.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - 2.1. Committee & Group Memberships – Ratification of Cllr McNeill's membership of Planning Committee, Community Enhancement Group, Employment Group and Finance & Strategy Group – for approval. Proposed by Councillor Forward, seconded by Councillor Miller, it was RESOLVED to approve Councillor McNeill's membership of the named groups and committee.
 - 2.2. Junior Merit Award – Proposal to make a junior award for 2020 (for decision). Proposed by Councillor Thomas, seconded by Councillor Castro, it was RESOLVED to allocate £100 towards the making of a Junior Merit Award. It was further RESOLVED that the age limit for the award should be sixteen years of age and under.
 - 2.3. Planning Committee Terms of Reference – Request from Planning Committee to approve additional clauses 2(i) and 2(j) (Min 1503P) – for decision. Proposed by Councillor Forward, seconded by Councillor Bowden, it was RESOLVED to approve the terms of reference submitted by Planning Committee following its meeting on 08/09/20, subject to the addition of the words 'As a statutory consultee, ...' at the beginning of clause 2(b).
3. Oral Reports from Committee/Groups/Councillors – for information only.
 - 3.1. Staplehurst Community Centre – Councillor Sharp reported that the Management Committee was looking into the display of QR code posters on the premises.
 - 3.2. The Parade – Councillor George reported on plans to plant shrubs between the wooden beds at The Parade. Following discussion about the risk to damage to the weed suppressant, it was AGREED to discuss the subject at the next Full Council meeting.
 - 3.3. Village Update – Councillor Castro reported that the Communications Group would bring forward to the next Full Council meeting a proposal to enlarge the size of the Village Update.
 - 3.4. Chairman's Report – Chairman Riordan reported that: a QR code poster was displayed at the Jubilee Field pavilion; owners of land at Lodge Road had requested a meeting with Parish Council representatives (to be discussed by Planning Committee 29/09/20); a report of fly-tipping in Fishers Road was being investigated; a complaint about Councillors Riordan and Spearink had been closed by the Monitoring Officer who considered no breach of the Code of Conduct had been established; County Councillor Hotson had awarded funding from his Member's Grant towards repainting of Staplehurst Library – this would be a future project for Community Payback, as would work at Bell Lane pond; ideas for uses to which the recently acquired telephone box could be put would be welcomed; he and Councillor Bowden had been investigating the alignment of the maintenance gate at Wimpey Field; Councillors Buller, Forward and Riordan planned to hold interviews for the vacant Parish Clerk position during the week commencing 12th October; the Parish Council would be following up the decision by MBC to discharge, for part of the Hen & Duckhurst Farm development, condition 18 relating to foul and surface water drainage. *Councillor Rawlinson left the meeting during this item.*

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

1. Borough Councillor's Report – Oral report from Councillor Perry. Councillor Perry reported that MBC was planning to accelerate consultation about the review of its Local Plan in order

to lock in housing targets before new government measures and targets take effect. He said that the government's proposals could increase Maidstone's annual new housing target from 1,214 to 1,569. Councillor Buller asked that the subject be discussed at the next Full Council meeting, that a virtual public meeting be organised and that the initial site evaluations published on MBC's website (Strategic Planning & Infrastructure Committee) be signposted on the Parish Council website.

2. Police Report – PCSO Gardner's report for August 2020. It was NOTED that there were six crimes listed in Staplehurst.

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

No reports received.

URGENT MATTERS - at the discretion of the Chairman, information only items for noting or for decision at a future meeting.

None.

Chairman.....

PUBLIC FORUM: After the meeting a resident advocated that urgent action be taken to address MBC's Local Plan site evaluations and sought information about the outcome of the Staplehurst Community Centre Annual General Meeting.

Proceedings finished at 8.49pm.