

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL  
held at Staplehurst Village Centre on  
Monday 13<sup>th</sup> August 2018 at 8.00 p.m.

**PRESENT:** Councillors Ashby, Buller, Forward, Kelly, Lain-Rose, Manning, Reardon, Riordan, Sharp, Silkin, Smith, Symes and Burnham who was in the Chair.  
Parish Clerk: Mr MJ Westwood

**APOLOGIES:** Councillor Perry.

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

Changes to the Register of Interests – none declared.

Interests in Items on the Agenda – Councillors Burnham, Lain-Rose, Riordan and Smith declared an interest in the item relating to Jubilee Field (as Management Committee appointees). Councillors Ashby, Sharp and Silkin declared an interest in the items relating to the Staplehurst Village Centre and Staplehurst Community Centre (as trustees). Councillor Silkin declared an interest in the item relating to the Staplehurst Emergency Help Team (as a member of the team).

Requests for Dispensation – Councillors Burnham, Riordan, Smith requested and were granted dispensation to speak and vote on Jubilee Field business in accordance with section 33(2)(c) of the Localism Act 2011. Councillor Lain-Rose exercised the dispensation granted in accordance with section 33(2)(c) of the Localism Act 2011 on 04/12/17 (Min 1665). Councillor Silkin requested and was granted dispensation to speak on Staplehurst Community/Village Centre in accordance with section 33(2)(e) of the Localism Act 2011. Councillor Ashby requested and was granted dispensation to speak and vote on Staplehurst Community/Village Centre in accordance with section 33(2)(e) of the Localism Act 2011. Councillor Silkin requested and was granted dispensation to speak and vote on Staplehurst Emergency Help Team in accordance with section 33(2)(e) of the Localism Act 2011.

**APPROVAL OF FULL COUNCIL MINUTES** Minute pages 1710-1712 of 16<sup>th</sup> July 2018 were APPROVED by Councillors, signed by Chairman Burnham 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 Lain-Rose, seconded by Councillor Smith, the list of accounts for payment was APPROVED. Councillor Kelly abstained. Expenditure for the period 11<sup>th</sup> July to 6<sup>th</sup> August totalled £11,466.31; income for the period totalled £2,121.17.
2. Summation of Accounts – as at 10<sup>th</sup> July 2018 (for noting). NOTED by Councillors. Published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
3. Finance & Strategy Group – Report of meeting 19/07/18 <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/finance--strategic-planning-group/> (for noting) and recommendations (for approval). The report was NOTED. Recommendations: (i) Transfer of Footpath KM312: whether to pay Carillion's legal costs (est. £750-£1,000) to enable transfer to proceed (Min1658 & 1696 & FSG Report section 8). Proposed by Chairman Burnham, seconded by Councillor Lain-Rose, it was RESOLVED to offer to pay a maximum of £1,000 towards Carillion's legal costs to facilitate the transfer of the land at footpath KM312 to the Parish Council. (ii) Approval of contract renewal proposals (FSG Report section 9 & Appendix A). Proposed by Councillor Lain-Rose, seconded by Councillor Silkin, it was RESOLVED to agree to the proposals: renew the Parish Council's insurance policy on 30/09/18, noting that the current provider sourced three quotes; seek local resource to paint the skate park rides; continue existing mowing and strimming arrangements at

Wimpey Field with Contrast Garden Maintenance (noting that insurance arrangements had been verified); renew the use of Sage accounts and payroll software; renew registration with the Information Commissioner's Office; renew the unmetered electricity supply contract with current provider E-on. (iii) Approval of donation to TN Live music festival (FSG Report section 10). Councillor Riordan explained the arrangements being made for the festival to be held at Jubilee Field. After some discussion, proposed by Councillor Lain-Rose, seconded by Councillor Kelly, it was RESOLVED to donate £500 towards the holding of the festival; it was NOTED that a risk assessment and evidence of insurance cover had been provided by the organisers. (iv) Ratification of emergency tree work costing £400 (FSG Report section 12). Proposed by Councillor Lain-Rose, seconded by Councillor Buller, it was RESOLVED to APPROVE the expenditure incurred to implement the tree inspector's recommendation to fell a dead tree on land between Chestnut Avenue and the High Street, noting that Maidstone Borough Council had consented.

4. Remembrance Sunday 2018: Battle's Over - A Nation's Tribute – Proposal to spend up to £500 on a beacon and gas supplies to participate in the tribute (Mins 1591-2, 1595). Councillor Reardon reported that he and Councillor Manning had been discussing with All Saints Church how Staplehurst would participate in the tribute marking the centenary of the end of World War One. He stated: the lighting of a beacon would form part of the commemoration; the current plan was to mount the beacon on the tower of All Saints Church; final details were being discussed, including a reserve location. Proposed by Councillor Buller, seconded by Councillor Lain-Rose, it was RESOLVED to purchase a gas-fired official beacon for the event at a cost of £360, with a further £140 allowed for gas bottles and supply.

#### **CORRESPONDENCE & PARISH ISSUES for decision or noting:**

1. Consultation (a) – MBC public consultation on its draft Statement of Community Involvement which sets out: when and how stakeholders and the local community can participate in the preparation of local plans, neighbourhood development plans and supplementary planning documents; engage in the process of decision making on planning applications <http://www.maidstone.gov.uk/home/primary-services/planning-and-building/primary-areas/local-plan-information/tier-3-additional-areas/monitoring-reports> (for comment - deadline 17/09/18). Councillors NOTED that the Neighbourhood Plan Review Group would discuss the consultation at its next meeting on 15/08/18 and any comments would be included in its meeting report.
2. Consultation (b) – MBC public consultation on Taxi Emission Policy <http://www.maidstone.gov.uk/home/primary-services/council-and-democracy/additional-areas/have-your-say/tier-3-primary-areas-current-consultations> (for comment - deadline 07/10/18). Councillor Silkin volunteered to complete the survey for the Parish Council. He commented that the Kent Association of Local Councils considered that air quality was an important issue.
3. Kent Highways Meeting 14/09/18 – Invitation to attend meeting arranged by Kent Highways and Borough Councillor Brice (County Cllr Hotson also to attend) to discuss speed issues on A229 (Kings Head – Pinnock Lane and Hedgerows – George Street): KHS also invites suggestions for highways improvements. Councillors NOTED the invitation and were invited to inform the Parish Office about their availability to attend.
4. Parish Council Surgeries – Report of surgery 28/07/18. Councillor Silkin reported that visitors had raised the following issues: a blocked footpath; access to Wimpey Field; construction rubbish; noise problems; commercial vehicles parked in residential areas.
5. Rural Business Forum – Report of Forum at Kenward House 12/07/18 <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/> including: information about an appeal for non-financial assistance by the Trust and proposal to donate two trail cameras (for decision). The report was NOTED. Councillor Riordan stated that he, Councillor Symes and Borough Councillors Brice and Perry had attended the forum organised by Helen Grant

- MP. Presentations covered economic, crime and security issues. He reported that the Kenward Trust had appealed for help in sourcing by way of donation a range of items, which included cameras for viewing wildlife. Proposed by Councillor Riordan, seconded by Councillor Lain-Rose, it was RESOLVED to donate two trail cameras to the Trust.
6. Rural Economy – Call for Evidence by the House of Lords Select Committee <https://www.parliament.uk/documents/lords-committees/rural-economy/Rural-economy-Call-for-Evidence.pdf> (for comment - deadline for submission to NALC 27/08/18, to Select Committee 10/09/18). NOTED by Councillors.
  7. Staplehurst Community Centre (SCC) – Correspondence from SCC giving notice of termination of shared rubbish collection arrangements at the Village Centre (for noting). It was NOTED that the Village Centre did not make use of the Parish Office's bin. The Clerk confirmed that the Parish Office and the caretaker made full use of it. The termination of the shared arrangement was NOTED.
  8. Staplehurst Village Centre – Proposal to request the holding of an AGM in accordance with Clause 23(1) of the Charity Commission Scheme dated 07/02/1991. Councillor Lain-Rose commented that Staplehurst Village Centre's constitution stated that an AGM should be held in February or as soon as practicable thereafter. Councillors NOTED an explanation by the Chair of Staplehurst Village Centre Trust and Staplehurst Community Centre Trust: "At the AGM of the Village Centre Trust in 2017, the Board of Trustees set out a clear business case and proposal to move the Trust to a more robust governance structure in the form of a Charitable Incorporated Organisation (CIO). This proposal received near unanimous support from all those attending the EGM convened to discuss the transition. That proposal has now been implemented with the new Staplehurst Community Centre charity approved by the Charity Commission earlier this year. In accordance with the required Charity Commission procedure, assets are therefore being transferred from the former Trust which is now being closed down. The first AGM of the newly formed charity will therefore be some time in 2019." Councillors expressed their appreciation of the explanation. They asked to be kept updated and for sight of the latest financial information when available.

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

1. Clerk's Report – The Clerk reported: arrangements were in hand for the Bio-blitz event at Wimpey Field on 15/08/18; he was chasing confirmation of the date and time of a meeting with HML about access to Wimpey Field; the Parish Office was working through the findings of inspection reports for Surrenden Field and the Skate Park; the Parish Office had responded to MBC's survey of land holdings and facilities in the parish, which was going to inform MBC's review of the Local Plan; the Parish Office was arranging a meeting with neighbouring parishes about planning gypsy and traveller sites, to follow up a similar one held earlier this year and a recent meeting with MBC's Director of Regeneration and Place; the Clerk had written to MBC as a reminder that the Parish Council would not renew the Surrenden Playing Field lease in 2019; Kent Highways would be attending to the reinstatement of the damaged railings on Church Hill; the Parish Office continued to receive a wide range of enquiries. The Clerk reminded Councillors of arrangements for the training session to be delivered by the Kent Association of Local Councils on 5<sup>th</sup> September and reported that KALC had sold all the non-Staplehurst places.
2. Written Reports on Committee, Group and Project activities - for decision or noting
  - a) Community Enhancement Group – Report (for noting) and recommendations (for decision) of meeting 23/07/18 <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/community--leisure-group/>. The report was NOTED. Recommendations: (i) Renewal of Bell Lane Public Convenience Maintenance Contract; Proposed by Chairman Burnham, seconded by Councillor Lain-Rose, it was RESOLVED to extend the maintenance contract with Paxman Services (UK) for a further year from 31/03/19 to 31/03/20. Councillor Kelly abstained. (ii) Investigate feasibility of installing a visit counter at the public

- conveniences; the recommendation was referred back to Community Enhancement Group to consider other ways of counting users. (iii) Ratification of purchase of hosepipe for use at Wimpey Field: expenditure of £38.35 was ratified by Councillors. Councillors AGREED that discussion of street sweeping be deferred to another meeting and NOTED that the report's other recommendations had been covered elsewhere in the meeting.
- b) Jubilee Field Management Committee – (i) Report of AGM 19/07/18 <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/jubilee-field-management/>. The report was NOTED. (ii) JFMC Chairman's report to Parish Council. The report was NOTED. Councillor Riordan commented that he had been chairman for about two years and in that time he had started to deal with some inherited issues such as settlement of outstanding electricity bills and had initiated improved car parking provision. He said there was still much work to be done and welcomed any support. It was AGREED that a full discussion of the Management Committee's and Parish Council's responsibilities and plans for the field would be beneficial and would be put on the agenda for 24/09/18. (iii) Purchase of mower by Parish Council – report and request by Cllr Riordan to increase the sum allocated by the Parish Council for purchase of mower (Min1703-4 & 1710). Councillor Riordan reported that he and the Jubilee Field Groundsman had taken advice from Staplehurst Mowers and tested a mower within the £6,000 budget previously agreed by the Council. He reported that the machine was considered to be too small and would necessitate more hours' work and would not cope adequately with the field perimeter. He said that a larger and more appropriate machine had been identified: 60" Kawasaki Twin Hydrostatic (Power Steering) Pro Series Z5 152. The cost would be £10,699 plus VAT. Councillor Kelly asked whether a slightly smaller (54") and less expensive (by £2,700) model would do the job; Councillor Riordan commented that it was felt the advantages of a larger cut and power steering would be worth the additional cost. The Clerk reported that enquiries had been made of a third-party contractor which had indicated it would charge £62.50 per cut. Councillors Riordan and Smith commented on past experience of third-party cutting which had not met required standards. RESOLVED (with five abstentions): APPROVE expenditure by the Parish Council of £10,699 to purchase a 60" Kawasaki Twin Hydrostatic (Power Steering) Pro Series Z5 152 mower.
- c) Neighbourhood Plan Review Group – Report and recommendations of meeting 25/07/18 <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/neighbourhood-plan-review-group/>. The report was NOTED. Recommendations: (i) It was RESOLVED to seek a meeting about land between Hen & Duckhurst Farm development and the railway; (ii) It was RESOLVED to make an application to list the library as an asset of community value.
3. Oral Reports from Committee/Groups/Councillors – for information only.
- a) Play Scheme – Councillor Buller reported that attendance numbers at the summer play scheme were good.

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

No items.

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

1. Staplehurst Emergency Help Team – Report of meeting 05/07/18 <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/emergency-help-team/>. The report was NOTED.

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

No items.

**SPECIAL MOTION & REPORT- PARISH COUNCIL INSURANCE:-**

1. To move that the public be excluded from item 2 due to its confidential nature. As all members of the public left the meeting, the motion was not formally moved.
2. To note confidential correspondence dated 17/07/18 received from Clyde & Co Claims LLP (Min 1628 refers). Councillors NOTED the correspondence confirming settlement of an insurance claim.

Chairman.....

**PUBLIC FORUM:** The meeting was opened to members of the public before the formal business and before the confidential item. Subjects raised were: Community Enhancement Group meeting notes 09/07/18; provision for dog waste at Wimpey Field; the improved appearance of The Parade; the vacant position on the Parish Council.

Meeting closed at 10.20pm.