

# Staplehurst Parish Council

## Minutes 5<sup>th</sup> September 2022

**Present:** Councillors Riordan, Perry, Hotson, McLaughlin, Mclean, McPhee, Castro and Sharp

Also, present Clerk

### **Reports from County and Borough Councillors**

Cllr Perry updated the Council that the Borough Councils Local Plan was about to start the inspection phase, that the budget will be challenging this year and that the 1,000 affordable homes was progressing well. There is concern about the looming winter crisis and homelessness.

Cllr Louise Brice updated the Council with the importance of promoting help that is available

Cllr Hotson asked about the "bus Service" Cllrs Brice and Perry explained that it has been passed back to County to review, there may be extra funding but nationally "Rural Bus Services" do not make money.

### **Co-option of Parish Councillor**

Natasha Davidson-Houston gave a brief summary of her background and interest in the Parish. Following a short debate, she was due voted onto Staplehurst Parish Council by a unanimous vote Cllr Davidson-Houston signed her papers and joined the meeting. She duly abstained from voting on all items as she had not received all of the reports to be fully informed.

#### **1. APOLOGIES**

Apologies from Cllr Buller and Clifton were accepted.

#### **2. COUNCILLOR DECLARATIONS** regarding items on the Agenda:

2.1. Declarations of changes to the Register of Interests – NA

2.2. Declarations of Interest in Items on the Agenda – NA

2.3. Requests for Dispensation – Councillors Perry, Hotson and McLaughlin requested dispensation to speak on item 6.1, agreed

#### **3. APPROVAL OF FULL COUNCIL MINUTES** Pages 2024 – 2028 of 8<sup>th</sup> August 2022 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](http://Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge (staplehurst-pc.uk))

The minutes of the meeting held 8<sup>th</sup> August 2022 were proposed, seconded and agreed unanimously, then signed by Councillor Riordan.

#### **4. FINANCE REPORTS**

4.1. Accounts for Payment – the list of payments below were proposed, seconded and agreed unanimously for decision

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

## STAPLEHURST PARISH COUNCIL

<u>Approved Payments 4th August - 31st August 2022</u>	Amount
Bulb Energy - Electricity Youth Club	47.76
Choice Support - Village Planters	410.80
Sandra Rackett - Locum RFO	948.00
Sandra Rackett - Travel	34.15
KALC - Subscription year ending 31st March 2023	1986.00
Paxman Services - Bell Lane Toilets	803.26
Paxman Services - Bell Lane Toilets	37.99
KCS - Photocopier Rental	144.56
KCC - Stationery	116.98
Aaron Services - Supply USB Flash Drive	245.94
Aaron Services - Joan Buller	42.00
Aaron Services - Eric Hotson	69.00
HMRC - Employer PAYE and NI - May, June and July	2076.77
KCC - Stationery	10.13
Aaron Services - Laptop and set up	888.00
Bumbles Plant Centre	44.54
Bulb Energy - Electricity Youth Club	173.59
Wealden Advertiser - Advertisement Parish Clerk Vacancy	336.00
BJ Hawkins - Strimming, mowing Wimpey fields	100.00
GDPR - Support services	200.00
Payroll & Pension Costs August	6541.00
Geoff Fagg Carpentry - Adjust Door Locks Surrenden Pavillion	60.00
HugoFox - Silver Subscription	23.99
Wilko - Water Butts	54.55
Adobe Systems Aug - September	15.17
Sage Global Services - Payroll Subscription	8.40
Business Stream - Wimpey Field	11.99
Business Stream - Surrenden Playing Field	11.99
Countrystyle Recycling - Waste July	69.84
Nest Pensions - June/July	709.96
Bell Lane Toilets - Water and Sewage rates	35.89
Sage - SCV S50 Accounts Essentials	290.40
Opus Energy - Parish Council Office	97.69
Opus Energy - Bell Lane Toilets	26.32
Opus Energy - Surrenden Pavillion	27.41
Lloyds Bank - Bank Charges	7.00
BT - Parish Office Telephone and Broadband	199.62
NPower - Street Lighting	67.01
<b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>	<b>16,973.70</b>

**TOTAL PETTY CASH EXPENDITURE**

0.00

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

4.2. Bank reconciliation – details were noted.

4.3. Summation – details were noted and Finance and Strategy Group will discuss in depth

## **5. CLERKS REPORT ON OUTSTANDING MATTERS –**

Item 1993 – now complete

Item 1999 - huge success- over 600 in attendance. Thank you to all, especially the KCC Youth Service

Item 2000 – Meeting with Sainsburys regarding shuttle bus 14<sup>th</sup> September – will report back to Council

Item 2022 – still only one quote received – proposed, seconded and agreed majority 8 for and 1 abstained to proceed with the one quote.

## **6. PROPOSALS FOR DISCUSSION and DECISION**

**6.1 Jubilee Field Pavilion** – following a debate the report was noted that MBC and Football Foundation have confirmed that the proposals are acceptable. However, some Councillors feel it would be better if the changing rooms were retained and that alternative options for a Clubhouse were considered – Portakabin, extension or use of the loft.  
Cllr Riordan to discuss with club

**6.2 Youth Club next steps** – Cllr McPhee introduced the item and following a debate it was proposed, seconded and agreed majority 8 for and 1 abstained to approve the following motion;

1. To note the excellent work and progress so far.
2. Approve to undertake a legionella test up to £323 plus VAT
3. Note updated Risk Assessment
4. Approve the attached booking form (numbers restricted by Fire Regulations)
5. Agree that the Employment Group consider the cleaning arrangements
6. To continue to seek volunteers

**6.3 VAT consultant** – Cllr Riordan introduced the item and following a debate it was proposed, seconded and agreed majority 7 for and 2 abstained to approve the following motion;

To appoint Elysian Associates as VAT consultants for a fee up to £2,900.

**6.4 Neighbourhood Development Plan report** Cllr Riordan introduced the item and following a debate it was proposed, seconded and agreed majority 8 for and 1 abstained to approve the following motion

1. To appoint Action with Communities in Rural Kent to undertake a Housing Needs Survey for up to £5,729
2. To approve the NDP Review Group comments for FERIA Urbanism, attached in Appendix A.

**6.5 Playscheme run by Play Place at the Primary School** Cllr Riordan introduced the item and following a debate the schemes success was noted

**6.6 Wimpy Field update report** Cllr Riordan introduced the item and following a debate it was proposed, seconded and agreed majority 8 for and 1 abstained to approve the following motion

1. To note the success of the BioBlitz and await revised management plan
2. To approve the Pond Clearance day - £265 plus VAT

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

**6.7 Litter bin report** Cllr Riordan introduced the item and following a debate it was proposed, seconded and agreed majority 8 for and 1 abstained to approve the following motion

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Purchase two Glasdon 110 litre bins – charge one to JFMC</li> <li>2. Relocate smaller bins within the Parish</li> </ol> |
|---|

**7. CORRESPONDENCE & PARISH ISSUES** for noting: -

7.1 Various residents concerned about – Mathurst Solar farm proposals

7.2 Resident concerned about loose manhole on A229 – Cllr Riordan to chase up

7.3 Resident letter regarding Pharmacy opening times. Council thanked the resident and noted the “holding nature” of the response but also Cllr Sharp noted the lack of response from the Health Centre.

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

8.1. Chairmans Report – Oral report by Cllr Riordan

1. Merit Award – One received so far, need by end of September 2022, discuss in October, decide in November and Award given out in December 2022
2. Sainsbury Shuttle bus meeting – mentioned
3. Cranbrook Rd crossing - mentioned
4. Annual report – thanked everyone for their hard work.
5. Attended an opening of Magnet Shields on behalf of parish Council – excellent facility and a company we should be proud of.
6. Community payback meeting – forwarded list of projects for discussion
7. Police meeting – now split into two groups
8. We have a donation to support people through a challenging winter – we need to consider how best to do this – bring report back to Council for approval

8.2. Written reports on Committee, Group and Project activities - for noting.

Scenic –Minutes of 21<sup>st</sup> July 2022

Jubilee Field Management Committee – next meeting 13<sup>th</sup> September 2022

Road Safety Group –Minutes of 28<sup>th</sup> July 2022

Communications Group – Minutes of 28<sup>th</sup> July 2022

Youth Club – Cllr McPhee see report

SETH – Minutes of 18<sup>th</sup> August 2022

NDP Review group – Minutes of 16<sup>th</sup> August 2022

**9. REPORTS FROM LOCAL COMMUNITY GROUPS** None

**10. URGENT MATTERS-** at the discretion of the Chairman, information only items for noting or for decision at a future meeting – **see co-option.**

**11. Special Motion**

11.1. To move that the public be excluded from item 11.2 due to its confidential nature. None

***These minutes are not verbatim but a summary of discussion and decisions made at the meeting***

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