

# STAPLEHURST PARISH COUNCIL

## MINUTES

### 8<sup>TH</sup> JANUARY 2024

#### **Public Forum**

Janice Gooch – MBC Conservation Officer – gave a brief talk on the Staplehurst Conservation Area.

Formed in 1987, very linear

One of 41 Conservation Areas in MBC area

Town and Countryside Planning Act 1990 requires an appraisal and management plan – this has not been done in Staplehurst.

Therefore undertaking a Public Consultation on a proposed Staplehurst Conservation Area Management Plan - will forward for all Councillors (done 9.1.24)

Public event 22<sup>nd</sup> February 2024 at Staplehurst Community Centre

Final report to follow

The CAMP can include advice on new dwellings, extensions, Article 4 (reviews permitted rights) Design Codes, add to Listed Building list.

Can seek to increase or decrease the Conservation Area.

Also opportunity for Training either in person or remotely for Councillors.

Cllrs agreed to help promote the public consultation and consider the Staplehurst Conservation Area Management Plan at a Council meeting.

Cllr Riordan thanked Mrs Gooch and looked forward to engaging in the consultation and training.

#### **Borough Councillor's Report (Standing Item):**

Cllr Riordan noted:

- Liaising with various residents on ASB / vehicle and traffic issues.
- Tovil Tip – users of the tip being handed a questionnaire – suggested that all residents who use the Tovil Tip respond positively
- Still waiting for the minutes from Police Liaison Committee
- Cllr Hotson and others frustrated at lack of information from Police – the meeting was before Christmas 2023. Request that the Clerk write again to the Inspector - agreed

Cllr Perry noted:

- MBC have a Balance budget for 2024/25 precept will increase 2.99% - below referendum level. Note 2025/26 budget will be challenging.
- MBC have Capital budget to finalise but more flexible
- Thanked Cllr Pett for his persistence regarding road signs along the Maidstone Rd.
- Local Plan – Inspector to consult on major modifications (nothing linked to Staplehurst) it is slowing up adoption process.

Chairman signed.....Date.....

**County Councillor's Report (Standing item): Absent****Present:**

Cllrs Riordan, Perry, Mclean, Ash, Pett, Farragher, Eerdeken, Martin, Arger, Alesi, Castro, Hotson, Sharp, and the Clerk.

**1. APOLOGIES:** Cllrs McLaughlin

**Absent** Cllr Ahmed

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

2.1. Declarations of Lobbying - NA

2.2. Changes to the Register of Interests - NA

2.3. Interests in Items on the Agenda Cllr Pett item 4.5 and Cllr Alesi item 6.9

2.4. Requests for Dispensation – Cllr Pett and Alesi requested to speak and vote on the items 4.6 and 6.9 respectively – Cllr Riordan proposed and Cllr Sharp seconded to allow them to speak and vote – agreed majority; 10 for, 0 against 3 Abstained

**3. APPROVAL OF FULL COUNCIL MINUTES:**

Pages 2170– 2177 11<sup>th</sup> December 2023 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](http://staplehurst-pc.uk)

Cllr Arger proposed and Cllr Pett seconded to approve the minutes – agreed majority. For 10 against 0 abstained 3

Duly signed by Cllr Hotson – chairman of that meeting.

**4. FINANCE REPORTS & PROPOSALS****4.1 Payment list**

Cllr Arger proposed and Cllr Riordan seconded to approve the payment list below – agreed unanimously

<b><u>Approved Payments 6th December 2023 - 2nd January 2024</u></b>	<b>Amount</b>
Castle Water - Youth Club Water November	9.70
KCC KCS - Photocopier Rental Jan-Mar 2024	105.98
Homeleigh Timber - Rock Salt x50 bags	425.40
PB Packaging Group - Black Sacks	57.16
Homeleigh Timber - Railway Sleepers x4 The Parade	95.95
Homeleigh Timber - Railway Sleepers x4 & Accessories Parade	153.97
KL Guide Centre - Meeting Hall Hire	50.00
Cartell Electrical Ltd - Remedial Works re YC EICR	2,625.60
Cartell Electrical Ltd - Bell Lane Toilets Lights x8	916.73
HMRC - Tax & NI November	3,225.16
Staff - Reimbursement Sundries Volunteer Event	14.75
7H Surveyors - Jubilee Field Pavilion Survey	825.00
N Wright - South East PAT Testing Parish Office	50.00
N Wright - South East PAT Testing Youth Club	50.00
P&F Cleaning Services Ltd - Bell Lane Toilets Clean/Open/Sun	995.00
Miss C Lucas - Youth Club Cleaning 30 days notice Nov/Dec	140.00
Staplehurst Scouts – Donation	200.00

Chairman signed.....Date.....

Staff Payroll & Pension Costs - December	7001.81
Staff - Travel Claim	10.35
Staff - Travel Claim	10.35
Hugofox Ltd - Silver Subscription January	23.99
T&S Engineering - JF Car Park Barrier Locking Bar	516.00
Homeleigh Timber - Rock Salt	83.88
Homeleigh Timber - Paint Brushes & Accessories JF Pavilion CP	17.72
Merit Award Prizes	265.00
Amazon UK - Rechargeable Battery Charger Christmas Tree Light	12.98
Sainsburys - Volunteer Evening Refreshments	88.75
Amazon UK - Christmas Tree Lights	19.98
Amazon UK - Rechargeable Batteries Christmas Tree Lights	17.99
Post Office - Vouchers x3 Housing Needs Survey Prizes	300.00
Adobe Systems - Monthly Subscription Dec-Jan	19.97
Sage Payroll – December	9.60
Pozitive Energy Ltd - Electricity Youth Club November	1.93
Business Stream - Water Charges Surrenden Field Aug-Nov	20.06
Business Stream - Water Charges Wimpey Field Aug-Nov	29.18
Telecoms World - Virtual Phone No. Warm	11.99
Npower - Street Light Energy November	130.22
KCC - Youth Club Lease Purchase Jan-Mar	212.50
Countrystyle Recycling - Wast Collection November	96.06
British Gas Lite - Parish Office Electricity Nov-Dec	206.60
British Gas Lite - Surrenden Pavilion Electricity Nov-Dec	43.09
British Gas Lite - Bell Lane Toilets Electricity Nov-Dec	31.92
Maidstone Borough Council - Council Tax Room 1 January	62.00
Maidstone Borough Council - Council Tax Room 2-3 January	72.00
Maidstone Borough Council - Council Tax Youth Club January...	363.36
Sage Payroll – January	9.60
Lloyds Bank - Charges December	7.85
<b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>	<b>19,637.13</b>

**TOTAL PETTY CASH EXPENDITURE**

2.78

#### **4.2 Summation and Balance sheet**

Noted

#### **4.3 Installation of Parish Notice Board**

Following a debate, Cllr Riordan proposed and Cllr Ash seconded to approve the resolution below – agreed unanimously

- |   |
|---|
| <p><b>Resolution:</b> to approve;</p> <ul style="list-style-type: none"> <li>i. purchase Notice board £2,020 plus VAT - £1,495 plus VAT (cost to SPC) and £525 Grant MBC</li> <li>ii. installation by Community Pay Back Team, plus costs of £200 (Budget code – Street Furniture)</li> </ul> |
|---|

Chairman signed.....Date.....

Following a debate, Cllr Ash proposed and Cllr Arger seconded to approve the resolution below – agreed majority. For 11 against 0 abstained 2

**Resolution** To approve colour of noticeboard as dark green with white text

#### **4.4 Allotment update**

Following a debate, it was agreed to defer the gate for 6 months and then review, Cllr Arger proposed and Cllr Riordan seconded to approve the resolution below – agreed unanimously

**Resolution;** to

- i. replace 3 x standby pipes installed by BDW Homes with 2 x water troughs, as a means of reducing water usage on the site up to £800
- ii. name the Allotments Hen and Duckhurst Allotments  
(Budget code – Earmarked Allotment Reserves)

#### **4.5 Council donations 2024/25**

Following a debate, it was highlighted that the All Saints PCC parish magazine includes a Parish Council article each month and some felt it should be increased;

Cllr Riordan proposed and Cllr Castro seconded a motion to increase the donation to the All Saints PCC Parish Magazine to £200 – approved by majority 9 for, Against 3 and 1 abstained.

Cllr Mclean proposed and Cllr Castro seconded to approve the resolution below – agreed majority. For 10 against 2 abstained 1

**Resolution:** to approve the Employment, Finance and Strategy group recommendation to make the following donations

All Saints PCC Parish Magazine	200.00
Community Centre for Debt Advice	200.00
Heart of Kent Hospice	200.00
Kent, Surrey & Sussex Air Ambulance Trust	200.00
Kenward Trust	100.00
Royal British Legion - Poppy Wreath	100.00
Staplehurst WI – Village Clean-up Refreshments	50.00
Staplehurst Men's Shed - Village Clean-up Refreshments	50.00
	<u>50.00</u>
	<u>£1,100.00</u>

(Budget Code Donations and Grants 2024/25)

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

Still working on the Sainsbury Shuttle Bus and the promotion of the service.

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

### **6.1 Standing item – 3G multi-sport pitch update report**

Following a debate, it was noted

- i. Draft Business plan to 3G multisport working group and presentation to Council 29<sup>th</sup> January 2023
- ii. Presentation of "Leisure Contract" to next 3G multi-sport working group 19<sup>th</sup> January 2023

Chairman signed.....Date.....

## 6.2 Jubilee Field management handover update report

Following a debate, the work on the action plan was noted, recognition of the amount of work involved and the proposed process for the actual handover was discussed – statement of truth from Council, solicitor notifies Land Registry, actual handover date would focus on “finances” - final metre readings, setting up DD and invoices etc – detailed report back to next Council.

Cllr Hotson raised the point that the Council will be inheriting significant costs from the Trust – such as resolve hot water tank issue or the items on the survey.

The Trust has not raised the funding or charged high enough fees in the past so they do not have the funding and would have requested funding from the Council even if we did not take Jubilee Field back.

Cllr Sharp requested that the first meeting of the Jubilee Field Working Group is the 23<sup>rd</sup> January 2024 as she has a prior engagement on the 22<sup>nd</sup> January 2024.

Cllr Riordan proposed and Cllr Sharp seconded to approve the resolution below – agreed unanimously

**Resolution:** to approve meeting dates for the Jubilee Field Working Group as  
 Tuesday 23<sup>rd</sup> January 2024 – 7:30pm  
 Monday 12<sup>th</sup> February 2024 – 7:30pm  
 Monday 4<sup>th</sup> March 2024 – 7:30pm  
 Monday 25<sup>th</sup> March 2024 – 7:30pm  
 Monday 15<sup>th</sup> April 2024 – 7:30pm

Meetings at West Hall / Parish Office

## 6.3 Residents Survey

Following a debate, a number of amendments were made to the draft Residents Survey and Cllr Arger proposed and Cllr Sharp seconded to approve the resolution below – agreed unanimously

**Resolution:** To approve

- i. the draft Resident Survey attached in **Appendix A, as amended** of this report
- ii. to include the Residents Survey in the next Village Update
- iii. an annual fee for Survey Monkey £384 + VAT  
(Budget Code Office support subscriptions)

## 6.4 Youth Club

Following a debate, which noted progress on the Fire Risk Assessment action plan Cllr Arger proposed and Cllr Eerdekenes seconded to approve the resolution below – agreed unanimously

**Resolution:** to

- I. Approve installation of 2 fire doors and fire proof the partition wall and replace the ceiling tiles which are bulging
- II. to expedite the work delegate authority to the RFO in consultation with the Chairman up to £10,000 using Earmarked Youth Club Building Reserves

Chairman signed.....Date.....

**6.5 School application in Cranbrook**

Following a debate, Cllr Eerdeken's proposed and Cllr Sharp seconded to approve the resolution below – agreed majority. 12 For 0 against 1 abstained

**Resolution:** To

- i. support Cranbrook and Sissinghurst Parish Council's objections to the **Planning application 23/03246/FULL**
- ii. To forward comments to Tunbridge Wells Borough Council planning department

**6.6 Churchyard Liaison Committee**

Following a debate, it was suggested that Cllr Ash is the nominated Cllr representative and Cllr Martin is a reserve in case either Cllr Perry or Cllr Ash cannot make the meeting. Cllr Riordan proposed and Cllr Arger seconded to approve the resolution below – agreed majority. For 11 against 0 abstained 2

**Resolution:** To

- i. Appoint Cllr Ash to the Churchyard Liaison Committee and Cllr Martin as Reserve
- ii. Seek a meeting with the Churchyard Liaison Committee

Cllr Riordan proposed and Cllr Arger seconded to suspend Standing orders and extend the meeting. – Agreed majority 11 for 0, against 2 abstained.

**6.7 Village Update and Annual report schedule for 2024**

Following a debate, which highlighted the importance of getting text to Cllr Castro in time, Cllr Sharp proposed and Cllr Riordan seconded to approve the resolution below – agreed majority unanimously

**Resolution** – to approve the proposed schedule for 2024 highlighted in the report

**6.8 Old website**

It was noted that the website was in the process of being taken down.

**6.9 Girl Guides license**

Following a debate, concerns were raised that the pavilion is selling alcohol on match days, do we want another venue on the same site selling alcohol. When agreed to allow lettings, late 2022, agreed no alcohol. The Premises Licence covers Live music, Recorded music, performances of dance, (or similar indoor and outdoor) and the sale or supply of alcohol, for the whole site. There is a DPS for the whole site. Events, depending on what they are, may need a Temporary Entertainments Licence (TEN's). That the hirer of the Guide Centre would have to provide all the relevant information for their event to . It is suggested that it is up to 6 events per year.

Note, a proposed revised lease for the Girl Guide Centre is expected in the near future.

Cllr Sharp proposed and Cllr Farragher seconded to approve the resolution below – agreed majority. For 10 against 0 abstained 3.

**Resolution** – To approve the request of Girl Guides Association to sell alcohol at the Girl Guides Centre at the Jubilee Field for 6 events per annum and review with the new lease

**7 CORRESPONDENCE & PARISH ISSUES for decision or noting:****8 PARISH COUNCIL REPORTS (from Committee/Groups/Office on specific issues or as regular update)**

Chairman signed.....Date.....

### 8.1 Chairman's Report

A successful "Christmas Tree chipping" event raised £342.50 for the British Heart Foundation and Hospice in the Weald plus a mulch covering of the beds in the parade also repaired and painted the damaged planter. Thank you to all Cllrs involved on the day.

Clerk to write to thank the sponsor of their long term support of the Merit Award – will need a new sponsor next year.

Looking into a "specification" for the proposed pavilion at Surrenden Field.

Meeting on Cranbrook Rd – pedestrian crossing next week

Scenic need to review "Christmas lights" and report back to Council in the summer.

### 8.2 Committee and working group minutes for noting

8.2.1 Planning Committee minutes of 18th December 2023

8.2.2 Road Safety Group next meeting 9<sup>th</sup> January 2024

8.2.3 SCEnic meeting next meeting 11<sup>th</sup> January 2024

8.2.4 Communications Group meeting minutes 14<sup>th</sup> December 2023

8.2.5 3G multi-sports pitch working group next meeting 18<sup>th</sup> January 2024

8.2.6 Employment, Finance and Strategy Group next meeting 11<sup>th</sup> January 2024

8.2.7 NDP Review Group next meeting 31<sup>st</sup> January 2024

8.2.8 Greener Staplehurst Group meeting to be confirmed

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

### **10 URGENT MATTERS**

Cllr Riordan raised the issue that taking on the responsibility of the extra facilities could lead to an increase in staff costs. This will be discussed at the Employment Group meeting on Thursday and then brought to Council.

### **11 SPECIAL MOTION & REPORT – NA**

### **12 Confidential**

**12.1 Jubilee Field –** Council discussed a contractual issue at the Jubilee Field.

**Meeting closed...10.30pm**

**These minutes are not verbatim, but an accurate reflection of decisions.**

Chairman signed.....Date.....