

STAPLEHURST PARISH COUNCIL

A G E N D A

FULL COUNCIL MEETING

Monday 22nd February 2021 7.00p.m. Virtual Meeting

Parish Office
Staplehurst Village Centre
High Street, Staplehurst
TONBRIDGE, Kent
TN12 0BJ

Parish Clerk
Miss A Smith

PUBLIC FORUM – Comments about items on the agenda may be sent to planning@staplehurst-pc.uk by 4.00pm on the day of the meeting. To request access to listen to the meeting, please e-mail planning@staplehurst-pc.uk by 4.00pm on the day of the meeting. Attendees are requested to notify the Chairman of any intention to film, photograph or record during the meeting.

Tel
01580 891761
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clerk@staplehurst-pc.uk
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1. **APOLOGIES**

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

- 2.1. Declarations of Changes to the Register of Interests.
- 2.2. Declarations of Interest in Items on the Agenda.
- 2.3. Requests for Dispensation.

3. **APPROVAL OF FULL COUNCIL MINUTES** Pages 1888 – 1892 of 1st February 2021 available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>.

4. **FINANCE REPORTS & PROPOSALS**

- 4.1. Removal of Station Road bus Shelter from Asset Register – Confirmation from Sainsbury's that following completion of the new road works and the demolition of the existing bus shelter and creation of a new shelter, Sainsbury's will for 1 year take responsibility and then pass ownership and responsibility to MBC. (Previous min reference P1871 item 5) (For decision) – To remove existing Parish Bus Shelter from the Council's asset register. To note that SPC will continue to insure until transition to Sainsbury's is confirmed.
- 4.2. Proposals for Surrenden Field Path – (For decision) a) to decide to install the new path as described in the plan and quotations, b) to appoint a contractor based on the quotations received c) to approve applying for S106 monies to fund the project.
- 4.3. Donation - (for noting) – donation received from Blakemore Foundation of £200 for the Greener Staplehurst Group
- 4.4. Purchase of Edition 12 Arnold Baker Local Administration reference book – (for approval) – to purchase the latest edition from the SLCC at discounted price of £119.
- 4.5. Purchase of CD version of Tithe Map of Staplehurst Parish – (for decision) – to purchase a CD version of the East and West Tithe Map of the Parish from Kent Archives for £30 + £2 postage and £30 to purchase a USB, high speed CD reader for laptops and PC's. Total Expenditure £62.
- 4.6. MBC Street Trading Policy consultation – (for decision) to agree who and how to respond to the consultation request.

5. **CORRESPONDENCE & PARISH ISSUES** for decision or noting: -

- 5.1. Post Office Consultation decision – (for noting), Confirmation of consultation decision and outcomes from the Post Office regarding moving the service to the SPAR retail shop.
- 5.2. Email from KCC Councillor Eric Hotson regarding Libraries – (for noting) – confirmation from KCC on the status of libraries as a result of the pandemic.

- 5.3. Road name for new development Bletchingley Farm – (For Decision) MBC have invited Council to consider recommending a road name for the new development. Councillor Spearink has proposed recommending Bletchingley Farm Lane or Bletchingley Farm Close.
- 5.4. Letter of thanks from Mrs Laura Manning – (for noting) Letter received from Lorna Manning thanking Council for their donation.
- 5.5. Update regarding Sainsbury's bus service – (for noting) Update note from DevComms.
- 5.6. Thank you letter from Helen Grant re volunteering support for COVID-19 Vaccination programme – (for noting)

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

- 6.1. Clerk's Report – (for decision) request for additional bank signatory.
- 6.2. Written reports on Committee, Group and Project activities - for decision or noting.
 - 6.2.1. Communications Group – (for noting) – Report of meeting on 11th February.
 - a) (For Decision) approval to seek interest and appoint a new designer/typesetter for Annual Report and Village Updates moving forward with immediate effect.
 - b) (For Decision) – To approve change of style of presentation for the Annual Report for 2020 report and thereafter.
 - c) (For Decision) – To review and adopt an updated Freedom of information Model Publication document, policy document and application form.
 - d) (For Decision) – All Councillors are requested to provide completed template with text and photos for the Annual Report by 26th March
 - 6.2.2. Staplehurst Greener Group – (for decision) – to co-opt Councillor Peter Spearink and member of the public, Dr. Richard Smith to the group.
 - 6.2.3. Road Safety Group – (for noting)
- 6.3. Oral Reports from Committee/Groups/Councillors – for information only.
 - 6.3.1. Chairman's Report – Oral report by Councillor Riordan.

7. REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS for noting

- 7.1. Borough Councillor's Report – Oral report by Councillor Perry.
- 7.2. County Councillor's Report – Report by County Councillor Hotson
- 7.3. Police Report – PCSO report January 2021

8. REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

- 8.1. Minutes from JFMC with income and expenditure report – for noting.
- 8.2. (For decision) – As the land owner to approve the installation of surface water drainage around the Cathy Lamb Centre, paid for and organised by the JFMC.

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

10. SPECIAL MOTION & REPORT

Councillors are respectfully reminded that should they be unable to attend any Parish Council Meeting, of which this Agenda is a formal summons, they should notify the Parish Clerk with their apology and reason for non-attendance. Failure to do so for a continuous period of six months will result in automatic disqualification from the Council. Deadline for such notification to the Parish Clerk is by 4.00pm on the meeting day.

Miss A Smith
Parish Clerk
27/01/21

Parish Council Saturday Surgeries with Borough Councillor Perry (Staplehurst Library 10.00am – 12.00pm)
SUBJECT TO STATUS OF COVID-19 RESTRICTIONS

Date	Councillor
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Minutes & Agenda Circulation List:-

Chairman Paddy Riordan
Bradley Gartan
Peter Spearink

Vice-Chairman Borough Councillor John Perry
David George
Natasha Thomas

Colin Bowden
Sam Lain-Rose

Joan Buller
Simon McNeill

José Castro
Adele Sharp

County Councillor Eric Hotson

Borough Councillor Louise Brice

STAPLEHURST PARISH COUNCIL FUTURE MEETING DATES 2020-21 (Monday unless indicated)		
UNTIL FURTHER NOTICE - 19:00 (7pm)		
		15 March
06 April (Tues.)	26 April	17 May
07 June	28 June	19 July
09 August	06 September	27 September
18 October	08 November	29 November
13 December	10 January 2022	