

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL  
held at Staplehurst Village Centre on  
Monday 19<sup>th</sup> June 2017 at 7.30 p.m.

**PRESENT:** Councillors Buller, Burnham, Gosling, Lain-Rose, Manning, Perry, Reardon, Riordan, Sharp, Smith, Spearink and Silkin who was in the Chair.  
Parish Clerk: Mr M J Westwood

**APOLOGIES:** Councillors Ashby, Claridge and Whittle.

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

Changes to the Register of Interests – none declared.

Interest in Items on the Agenda – Councillor Lain-Rose and Councillor Perry declared interests in items relating to Youth Club fence expenditure and the Youth Club maintenance agreement due to their roles as trustees of the Youth Club. Councillor Lain-Rose declared an interest in the item relating to Parish Council insurance as he was on the Management Committee for premises covered by the policy.

Requests for Dispensation – Councillor Lain-Rose requested and was granted a dispensation to speak and vote on all items of declared interest in accordance with sections 33(2)(c) and (e) of the Localism Act 2011.

**APPROVAL OF FULL COUNCIL MINUTES** Minute pages 1621-1624 of 5<sup>th</sup> June 2017 were proposed for approval by Councillor Gosling, seconded by Councillor Burnham, APPROVED by Councillors, signed by Chairman Silkin and made available at [http://staplehurstvillage.org.uk/minutes\\_of\\_the\\_last\\_meetings.aspx](http://staplehurstvillage.org.uk/minutes_of_the_last_meetings.aspx).

**CHAIRMAN'S ANNOUNCEMENT:** Chairman Silkin announced that it was his intention to step down from the role of Chairman at the Full Council meeting on 17<sup>th</sup> July, although he would continue to serve as a parish councillor.

**FINANCE REPORTS:-**

1. Accounts for payment - for approval. Councillor Buller noted that payment for distribution of the annual report and other documents had to be made in advance; she said there was clear evidence of non-deliveries in spite of follow-up contact with the distribution company. The Clerk said that the Parish Office had complained strongly to the company and was seeking redress for the service failure and return of undelivered stock. Proposed by Councillor Silkin, seconded by Councillor Lain-Rose, Councillors RESOLVED to APPROVE the list of accounts for payment (Councillor Buller abstaining).
2. Summation of Accounts – as at 13 June 2017 (for noting). NOTED by Councillors and published at [http://www.staplehurstvillage.org.uk/minutes\\_of\\_the\\_last\\_meetings.aspx](http://www.staplehurstvillage.org.uk/minutes_of_the_last_meetings.aspx).
3. Society of Local Council Clerks Membership 2017-18 – Payment for approval. Proposed by Chairman Silkin, seconded by Councillor Gosling, Councillors RESOLVED nem con to APPROVE total payment of £354.00 to the Society of Local Council Clerks and Association of Local Council Clerks in respect of the Clerk's and Deputy Clerk's membership for 2017-18.
4. Youth Club Fence – Proposal to erect a wooden fence following the line of recently planted replacement hedge (for decision). Proposed by Councillor Riordan, seconded by Councillor Spearink, Councillors RESOLVED nem con to ACCEPT the quote of £817.50 plus VAT from I Wallond for erection of the new fence. Councillor Buller abstained.

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

1. CCTV in Staplehurst – Discussion paper relating to additional sites/cameras (LW). In the absence of Councillor Whittle, Councillors agreed to defer discussion.
2. Dawkins Trust – Invitation to nominate a trustee (for decision). Councillors NOTED that Councillor Whittle had indicated his willingness to become a trustee of The Dawkins Trust but agreed to defer discussion of an appointment until a meeting when he could be present.
3. KCC Rail Summit – Report of meeting 15/05/17 by Mr David Smith (for noting). Chairman Silkin expressed thanks to Mr David Smith for his comprehensive report of the KCC Rail Summit which was NOTED by Councillors. Councillor Burnham said he had attended the Southeastern Stakeholders' Forum where it was reported: a new car park on Network Rail land at Staplehurst station remained on the company's project list; the South Eastern rail franchise consultation had been extended until 30<sup>th</sup> June; May 2018 would bring significant timetable changes; a Southeastern Railways representative said bid teams would be looking at local development plans to help inform their bids for the new franchise.
4. Mayor of Maidstone – Invitation to attend Garden Party at Turkey Mill on 26/07/17 (for decision). Councillor Perry said he would be attending the event. Parish Councillors were asked to advise the Clerk if they wished to attend.
5. Parish Council Surgery – (i) Report on key issues raised 27 May and 3, 10, 17 June (JB/TB/RS/PR): issues raised included bins at the Parade, Sainsbury's, NatWest, train and bus services, post office location, Jubilee Field, Village Golf Club, Headcorn Road parking. Councillor Lain-Rose reported that he had spoken to the Parade landlord's representative about tidying the flower bed areas; (ii) Appointment of representatives for future surgeries: 24<sup>th</sup> June Chairman Silkin, 1<sup>st</sup> July Councillor Burnham, 8<sup>th</sup> July Councillor Smith, 15<sup>th</sup> July Councillor Sharp, 22<sup>nd</sup> July Councillor Riordan (provisional).
6. Redrow Homes – Correspondence relating to proposed lighting on 'Woodland Green' (Fishers Farm development) (for noting and/or comment). Councillors NOTED: Redrow Homes had raised with KCC the question of who should be responsible for maintenance of lighting on its proposed new development at Fishers Farm; KCC's response was that it would not take on the responsibility as its policy did not provide for lighting in such a 'rural area'; the Parish Office had questioned the application of the policy in this situation. Councillors RESOLVED to seek further clarification from KCC about its stance.

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

1. Clerk's Report – the Clerk reported: he had written to MBC's Chief Executive about the Planning Committee decisions relating to sites at Maplehurst and Park Wood Lane; the Parish Office had invested a lot of time trying to resolve the non-delivery of the annual report and other items to parish addresses; another instance of graffiti on a bus shelter had been cleaned up by the village caretaker; Kent Highways had advised that a design team was working on a proposal for yellow lines in Headcorn Road, to be followed by the issue of a draft traffic regulation order and public consultation, which meant the process would not be a quick one - County Councillor Hotson was supporting this proposal with funding; the Clerk had been working with Councillor Lain-Rose on finalising the licence application for Jubilee Field; the Parish Office was preparing material for the Parish Council's stall at the fete; the Office would be switching over to its new broadband contract at the end of the week.
2. Written Reports on Committee, Group and Project activities - for decision or noting
  - a) Communications Group – (i) Minutes of meeting 30/05/17: NOTED by Councillors and published at [http://www.staplehurstvillage.org.uk/publicity\\_website.aspx](http://www.staplehurstvillage.org.uk/publicity_website.aspx); (ii) Appointment of Chairman per Terms of Reference section 5: Councillors RESOLVED to approve the appointment of Councillor Reardon as Chairman of the Group; (iii) Arrangements for

next Village Update: proposed by Councillor Sharp, seconded by Councillor Gosling, Councillors RESOLVED to issue a Summer edition of the Village Update to cover the topics listed in the 'Village Update' section of the Group's meeting report. Councillor Reardon said he would require contributions within two weeks. Proposed by Chairman Silkin, seconded by Councillor Lain-Rose, Councillors RESOLVED to distribute the Update via volunteers and mail. Councillors asked the Parish Office to ask the Friends of the Health Centre whether it planned to issue a newsletter at the same time.

- b) Neighbourhood Plan Review Group – Minutes of Meeting 07/06/17: NOTED by Councillors and published at [http://www.staplehurstvillage.org.uk/rural\\_settlement\\_group.aspx](http://www.staplehurstvillage.org.uk/rural_settlement_group.aspx). Councillors RESOLVED to seek further information about the status of judicial review proceedings between KCC and MBC and the consequences for the progress of planning applications.
  - c) Staplehurst Youth Group – Premises and Building Management Agreement (for approval) (SL-R). Councillor Lain-Rose discussed his report 'Management Agreement – Youth Group' dated 12/06/17 and the proposed agreement which he had drawn up to clarify and formalise the respective responsibilities of the Parish Council and the Youth Group for the management of the land and building on the Youth Club site. He confirmed that the agreement had been drawn up in consultation with the Youth Group's trustees. He added that the plan was to conclude a further formal agreement between the two parties to cover the delivery of youth services. Proposed by Councillor Lain-Rose, seconded by Councillor Riordan, Councillors RESOLVED to approve the agreement as presented in Appendix A to Councillor Lain-Rose's report.
3. Oral Reports from Committee/Groups/Councillors – for information only
- a) Facebook Training – Report on training session held for parish councillors 24/04/17 (deferred from 15/05/17 and 05/06/17). Councillor Reardon said that the session had been very useful. Since the session Councillors Ashby, Claridge, Reardon and Riordan have managed the Parish Council Facebook page to share a lot more information about local events and news, which has significantly increased the number of views the site receives. Councillor Reardon will feed back to the training company on the success of this initiative. The Clerk agreed to resend the material from the training session to all councillors.
  - b) Wimpey Field – Update on current and planned activity. Councillor Spearink reported that the Wimpey Field Group members were individually taking forward tasks relating to plans for bulb planting, record keeping, securing chippings for woodland paths and creating the leisure and activity areas. He said a representative of CSa Environmental (adviser to Taylor Wimpey) would visit the site to undertake a reptile survey on 4<sup>th</sup> July at 10.00am and he invited councillors to attend. Prior to the visit the Clerk will send to CSa Environmental a summary statement of the current work activities and plans. Councillor Riordan explained that the European Protected Species licence held by Taylor Wimpey and recently discussed with CSa Environmental would expire on 1<sup>st</sup> August; given its imminent expiry it had been agreed that there was no value in transferring it into the Parish Council's name. Councillor Lain-Rose said he had applied for funding to help support the cost of running a Medway Valley Countryside Partnership activity day as the cost of such an event would be higher (£750) than previously advised.
  - c) Planning Committee – Councillor Burnham reported that the Parish Council Planning Committee had asked the Clerk to write to MBC in support of the planning enforcement action taken to date at Land off Clapper Lane and to urge further action including the seeking of an injunction in view of the occupant's clear disregard of the stop notice in place.

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

1. Borough Councillor’s Oral Report – Councillor Perry reported that MBC was collecting evidence to support further action in relation to Land off Clapper Lane. He said that he was now leader of the Conservative group at MBC and had stepped down from the Planning Committee but had rejoined the Licensing Committee. Following refusal of the application relating to the fencing at land adjacent to South Cottage in High Street, the continuing presence and repainting of the fencing had been referred to MBC Enforcement. He said he was planning to speak to local MPs about gypsy and traveller issues.
2. Kent Association of Local Councils – Minutes of AGM 07/06/17. NOTED by Councillors and published at [http://www.staplehurstvillage.org.uk/kent\\_association\\_of\\_local\\_councils.aspx](http://www.staplehurstvillage.org.uk/kent_association_of_local_councils.aspx).
3. PCSO Report – no report received.

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

- a) McCabe Day Centre – Minutes of meeting held 27/04/17 (deferred from 15/05/17 and 05/06/17). NOTED by Councillors and published at [http://www.staplehurstvillage.org.uk/mccabe\\_day\\_centre.aspx](http://www.staplehurstvillage.org.uk/mccabe_day_centre.aspx). Chairman Silkin commented that it appeared Golding Homes wished to commence charging community groups for the use of rooms. There was some discussion of an arrangement whereby use was free of charge if Golding Homes residents were involved. Chairman Silkin said he was keeping the situation under review.
- b) Patient Participation Group – Minutes of meeting held 19/04/17 (deferred from 15/05/17 and 05/06/17). NOTED by Councillors and published at [http://www.staplehurstvillage.org.uk/patient\\_participation\\_group\\_at\\_health\\_centre.aspx](http://www.staplehurstvillage.org.uk/patient_participation_group_at_health_centre.aspx).
- c) Sobell Lodge – Notes of meeting 06/06/17 (JP). NOTED by Councillors and published at <http://www.staplehurstvillage.org.uk/others.aspx>.

**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 no member of the public was present the motion was not moved.
2. To consider the Clerk’s report and recommendation relating to correspondence received from Came & Co Local Council Insurers. Proposed by Councillor Lain-Rose, seconded by Councillor Gosling, Councillors RESOLVED by majority vote to APPROVE the recommendation in the Clerk’s confidential report dated 13<sup>th</sup> June 2017 that the statement provided by Came & Co be signed and returned to the company in accordance with its request.

Chairman.....

**PUBLIC FORUM:** No items were raised.