

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 5th September 2011 at 8.20 p.m.

PRESENT: Councillors Ashby, Buller, Burnham, Butcher, Green, John Kelly, Paul Kelly, Lain, Manning, Silkin, Spearink and Chairman Perry. Parish Clerk: Mrs. J S Bassett

APOLOGIES: Councillors Davidson and Reardon whose reasons for apology were accepted.

CO-OPTION TO FILL COUNCILLOR VACANCY – Councillors agreed to the co-option of Adele Sharp who then signed her Declaration of Acceptance of Office. She then took a seat at the Council table and took part in the remainder of the meeting.

COUNCILLOR DECLARATIONS regarding items on the Agenda:

1. Lobbying – None declared.
2. Personal Interest – None declared.
3. Prejudicial Interest – None declared.

APPROVAL OF FULL COUNCIL MINUTES Pages 1090-1093 of 15th August 2011 had been circulated. Subject to an amendment at Page 1092 Paragraph 18 (substitution of Paul Kelly for John Kelly) the Minutes were approved, signed by Chairman Perry and uploaded at http://staplehurstvillage.org.uk/minutes_of_the_last_meetings.aspx

CORRESPONDENCE & CURRENT ISSUES for noting or decision:-

1. Diamond Jubilee Meeting 04/08/11 Councillor Lain's report was noted (uploaded at <http://www.staplehurstvillage.org.uk/others.aspx>) and the following issues discussed;
 - Beacon** - Councillor Spearink agreed to source dimensions, prices and funding then report back to Full Council.
 - Booklet** – Agreed that this Council would co-ordinate events publicity and publish these in a booklet for distribution with the Spring Update 2012.
 - Advertising** – Agreed the Council would promote events through the website.
 - Insurance** – Clerk to check out the Council insurers' terms and conditions and report back.
 - Souvenir coins and/or Commemorative Mugs** – Councillor Lain agreed to speak with the School in case of duplication. Councillor Spearink advised that when costs were known, local businesses may like to support. Noted that an overall Council budget would be agreed but the Jubilee Group would also do its own fund raising.
2. Caretaker's reports were noted. Three quotes to repair the safety surfacing and cut the hedge behind the Surrenden play area were requested. Replacement board to climbing wall would be chased.
3. Concurrent Functions Update – Councillor Perry had circulated full details of the current issues and a briefing note. Councillors Perry and Butcher had attended a useful meeting with MBC. Agreement had been reached to retain the current system 2012-2013 but the grant was likely to reduce by another 30%. Negotiations through KALC on the Parish Services Scheme would follow shortly for 2013 onwards. A negotiating team was needed; Councillors Paul Butcher and Chairman Perry would be the voting members on KALC Area Committee and Councillors Paul Kelly and Rory Silkin agreed to assist. Councillors endorsed the recommendations in Councillor Perry's briefing note (uploaded at http://www.staplehurstvillage.org.uk/finance_group.aspx
4. Data Protection Act - Confirmation of Entry in the register was noted. Full details available from the Clerk.

5. KCC consultation on Countryside Access Improvement Plan – Details were noted and agreed this should be sent to Staplehurst Footpath Group for information.
6. Kent Wildlife Trust – The updated local wildlife site schedules were noted and agreed that these be kept on the Councillors' area of the website.
7. Parish Services Scheme – As per item 3. above, consultation on this scheme would take place shortly and was intended to be implemented 2013 onwards.
8. SE Water – Water main replacement details for Wilden Park Road were noted and uploaded on Latest News page at http://www.staplehurstvillage.org.uk/latest_news
9. Update on Office Computer upgrade & report on Cloud computing. Councillor Green reported that the upgrades would take place this week and had circulated his report and recommendation on a Back Up Solution for Council files. After a short discussion Councillors agreed to spend £162.95 for two external hard drives and a pair of speakers to enable online tutorials.
10. Sport England Grant Funding – Returned to Agenda from Min 1091 para 8). Councillors considered that a champion would be needed to take this forward. Agreed to forward to Elaine Downton as this funding could be useful for extension of the skate park.

COMMITTEE & FOCUS GROUPS – Reports and recommendations:-

1. Planning Committee (PB, JK, PK, MA, JB, TB, SG, JP, PS) (Next meeting 19/09/11) Planning Committee Minutes at http://www.staplehurstvillage.org.uk/minutes_of_the_last_meetings.aspx The Draft National Planning Policy Framework consultation that Councillors Green, Butcher and John Kelly had agreed to work together on had a deadline of 17/10/11. Councillors agreed that these Councillors should respond without recourse to the Council.
2. Alcohol Control Zone Group (JP, TB, PK, JB, PB) Next meeting? Report of 26/08/11 meeting was discussed and uploaded at http://www.staplehurstvillage.org.uk/police_liaison.aspx Councillors noted the recommendations and endorsed these. There being only one supplier of this particular polecat camera and it was imperative that the company could work with MBC, Councillors agreed to suspend their Financial Regulations requiring 3 quotes to be obtained.
3. Allotments Project Group (JP, TB, PK, JB, PB, JK, BM) Next meeting? A written report of 03/08/11 meeting was awaited, but Councillor Manning commented that he was in pursuit of progress and would not give up.
4. Council Policy Group (JP, TB, PK, PB, SG, JK, RS, PS) Next meeting? Report of 17/08/11 meeting was circulated and uploaded at http://staplehurstvillage.org.uk/policy_group.aspx Actions and recommendations included; Additional planters & maintenance, Bell Lane toilets painting & cleaning contract, Village Centre working group, Polecat security camera, Parish Clusters, Quality status and training, KALC & Concurrent Functions. The salt bins consultation was on-going.
5. Finance Group (JP, TB, PK, PB, JD, SG, JR) Next meeting 15/09/11
6. Playscheme (JP, TB, PK, JB, JD, SL) Next meeting? Councillor Buller reported that Playscheme had been successful. A written report and debrief meeting had been requested with Playplace and the Playscheme Manager.
7. Publicity & Website Group (JP, TB, PK, MA, JB, JK, SL, JR) Next meeting 13/09/11 Report of 02/08/11 meeting was awaited. Councillor Buller reported that the Autumn Update had been circulated with thanks to volunteers.
8. Rural Settlement Group (JP, TB, PK, JI, JB, SG) Next meeting 14/09/11 Councillor John Kelly confirmed the MBC Core Strategy consultation would take place at the United Reformed Church on Wednesday 14th September at 7.45 p.m. 20 minute presentation and 1hr 40 minutes for questions. MBC would fund the hire of the room only. It was agreed that the Parish Council would organise the refreshments. MBC Core Strategy team would also attend morning and evening sessions at Staplehurst Library on Tuesday 20th September. Posters to advertise this consultation would be displayed.

9. Village Enhancement Group (JP, TB, PK, JB, PB, SL, SS, PS) Next meeting? Written report of 27/07/11 meeting was not available. In addition to the issues discussed by the Policy Group, Councillor Buller reported on the advice given by the Tree Competition Judge that the Horse Chestnut leaves on the ground at Chestnut Avenue would provide places for tree moths to breed and spread infection. These should be sucked up and burned. Agreed that this could be done under the existing street sweeping contract hours.

Councillor Sam Lain left the meeting at this point.

REPORTS FOR NOTING from local community groups:-

1. Carnival & Fete (PB, JD, SL, BM) Next meeting?
2. Churchyard Liaison (PB, PK) Next meeting? Report of meeting held on 31/08/11 had been circulated and uploaded at http://www.staplehurstvillage.org.uk/sub_groups_2.aspx Councillor Butcher commented that the pathway in the new burial area was deteriorating and it was agreed to consider adding funds to next year's budget for repairs.
3. Village Sports & Social Club (PB) Next meeting?
4. Headcorn Aerodrome Consultative Committee (JP, BM) Next meeting 11/10/11
5. Jubilee Field Management & Users Group (JP, TB, JK) Next meeting AGM 06/10/11? Written reports of meetings on 04/08/11 and 01/09/11 had been circulated and were then uploaded at http://www.staplehurstvillage.org.uk/jubilee_fields_users_group.aspx The Chairman commented that a replacement Trustee was needed for ex-Councillor Franks.
6. KALC Area Committee (JP, PB, JD, RS, PS) Next meeting? Notes of the meetings held on 16/08/11 and 08/09/11 had been circulated, were noted without further comment and uploaded at http://www.staplehurstvillage.org.uk/kent_association_of_local_councils.aspx
7. Local Transport (PB, BM, PS) Next meeting AGM 23/09/11 Report of 05/08/11 meeting had been circulated & uploaded at http://www.staplehurstvillage.org.uk/hawkhurst_transport.aspx
8. MBC Neighbourhood Forum (PB, PS) Next meeting?
9. McCabe Day Centre (?) Next meeting AGM 28/09/11 Councillors Buller and Spearink to attend.
10. Neighbourhood Watch (JB) Next meeting 22/09/11
11. Police/Parish Liaison (PB, JD, PS) Next meeting 25/10/11 Report of meeting 20/07/11 had been uploaded at http://www.staplehurstvillage.org.uk/police_liaison.aspx
12. Sobell Cheshire Home (JP, SS) Next meeting 15/11/11
13. Speed Watch (JB) Next session 06/09/11
14. Staplehurst Community Hub (JB, PB, SS, PS) Next meeting?
15. Staplehurst Emergency Help Team (JB, PB, RS, PS) Next meeting 29/09/11 Notes of the 01/09/11 meeting had been circulated and Councillors agreed to fund the supply of tea and biscuits for volunteers at the training Exercise day on 08/10/11. Councillors and volunteers were welcome to drop in between 1000-1400. Meeting notes were then uploaded at http://www.staplehurstvillage.org.uk/emergency_planning_team.aspx
16. Staplehurst Patients' Participation Group (JB, RS, PS) Next meeting? Written report of meeting held on 28/07/11 remained outstanding.
17. Staplehurst Primary School Liaison (JR) – No report made.
18. Staplehurst Village Centre Trust (PK, JD) Next meeting? Report of meeting 02/08/11 awaited.
19. Youth Club (PK, JD) Next meeting?
20. Diamond Jubilee Plans – (JD, SL, PS) Next meeting 14/09/11 Report of meeting 04/08/11 uploaded at <http://staplehurstvillage.org.uk/others.aspx>

Chairman.....

PUBLIC FORUM: No members of the public attended.