



Parish Office,
Staplehurst Community Centre,
High Street,
Staplehurst,
TN12 0BJ
Parish Clerk Richard Griffiths
01580 891761
clerk@staplehurst-pc.gov.uk

To the members of Staplehurst Parish Council, you are summoned to attend a meeting of Staplehurst Parish Council to be held.

Monday 3rd August 2026, 7:30pm,

South Hall, Staplehurst Community Centre.

PUBLIC FORUM – Before and after the meeting the Chairman will invite members of the public to speak for a maximum of 3 minutes each, relating to issues on the agenda or about planning issues of local concern. Please state name and address prior to speaking. Attendees are requested to notify the Chairman of any intention to film, photograph or record during the meeting / part of the meeting.

Comments about items on the agenda may be sent to clerk@staplehurst-pc.gov.uk by **4.00pm on the day of the meeting.**

Civility and Respect - All attendees are reminded that this meeting is to be conducted in a spirit of mutual respect and civility. Please ensure that all comments and contributions are made respectfully and considerately.

Kent County Councillor report – (Standing item)

- Hawkenbury Bridge
- Cranbrook Rd crossing
- Cameras on Crossroads
- Replacement of Village Entrance Sign

Maidstone Borough Councillor's Report (Standing Item):

- EV charging in village
- School drop off / pick up parking

Cllr Surgery Saturday 10am– 12noon at Staplehurst Library

Feedback from Cllr Surgery 25th July 2026

AGENDA

1. **APOLOGIES:**

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

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

3. **APPROVAL OF FULL COUNCIL MINUTES: (5 minutes)**

Pages 2491 – 2498 13th July 2026 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.gov.uk\)](https://staplehurst-pc.gov.uk) to be signed by the Chairman.

4. **FINANCE REPORTS & PROPOSALS**

4.1 **Payment list, previously authorised by Council or under delegated authority and paid for – for noting (1 minute)**

4.2 **Virements (5 minutes)**

Resolution: To approve the recommendation of the Employment, Finance and Strategy Group to agree the virements as set out in **Appendix A** of this report.

4.3 **Parish Basic Allowance (5 minutes)**

Resolution: To

- i. Note the Basic Parish Allowance 2026/27 Report
- ii. approve adding four additional persons to the Council Payroll
- iii. Basic Parish Allowance per Councillor £663.00 times three equals £1,989.00
Basic Parish Allowance Chairman £994.50

Total cost £2,983.50

4.4 **Direct Debt HMRC (5 minutes)**

Resolution: To approve setting up a Direct Debt for HMRC payments

4.5 **Jubilee Field Pavilion – (5 minutes)**

Resolution: To approve;

- i. the lock quote set out in **Appendix A** of this report
- ii. the electrical quote set out in **Appendix B** of this report.

4.6 **Skatepark report (5 minutes)**

Resolution: To approve the following quotes

- i. General painting £8,995.00 plus VAT
- ii. Repairs of skatepark £1,785.00 plus VAT

5 **CLERKS REPORT ON OUTSTANDING MATTERS – attached (5 minutes)**

Fly tipping

Extra traffic survey – Hawkenbury Bridge

Planning Complaint – response from MBC
Proposed resident joining Communications Group

6 PROPOSALS FOR DISCUSSION and DECISION

6.1 Local Government Review – update report. (5 minutes)

Resolution: To

1. Note the Government announcement
2. Employment, Finance and Strategy Group to consider and report back to Council.

6.2 3G Multi Sport pitch Report Verbal update (5 minutes)

6.3 Donations and Grants Policy (5 minutes)

Resolution: To approve the recommendation of the Employment, Finance and Strategy Group to agree the update Donations and Grants Policy as set out in **Appendix A** of this report

6.4 Communications Group (5 minutes)

Resolution: To approve the Communications Group recommendation and agree to John Tarry joining the Communications Group

7. Update report CORRESPONDENCE & PARISH ISSUES for decision or noting:

8 Chairman's Report (5 minutes)

8.1 Committee and working group minutes for noting (5 minutes)

- 8.1.1 Planning Committee minutes 20th July 2026
- 8.1.2 Road Safety Group, meetings July 2026 minutes to follow
- 8.1.3 Jubilee Field Working Group meeting to be arranged
- 8.1.4 Employment, Finance and Strategy group meeting 16th July 2026
- 8.1.5 SCEnic 29th July 2026 minutes to follow
- 8.1.6 NDP Review Group next meeting to be arranged.
- 8.1.7 Communications Group meeting minutes 23rd July 2026
- 8.1.8 Greener Staplehurst Group meeting to be arranged

9 REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

10 Confidential

10.1 HR Report

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the Parish Council will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.'

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.

RJ Griffiths

Richard Griffiths Parish Clerk, 29/07/2026

<u>Parish Council Saturday Surgeries with Borough Councillor Perry</u>	
<u>(Staplehurst Library 10.00am – 12.00pm)</u>	
<u>Date</u>	<u>Councillor</u>
29 th August 2026	Borough Councillor John Perry / TBC
26 th September 2026	Borough Councillor John Perry / TBC
31 st October 2026	Borough Councillor John Perry / TBC
<u>Future Parish Council meeting dates</u>	
24 th August 2026	7:30pm South Hall Staplehurst Community Centre
14 th September 2026	7:30pm South Hall Staplehurst Community Centre
5 th October 2026	7:30pm South Hall Staplehurst Community Centre

Minutes & Agenda Circulation List:

Chairman	Adele Sharp	Vice Chairman	Ani Martin
Mel Alesi	Margaret Arger	Richard Ash	Jose Castro
Catherine Farragher	Eric Hotson	Josh Melville	Bill Mclaughlin
John Perry	Alan Pett	Chris Rhodes	Paddy Riordan
Mike Wakeford		County Councillor	Brian Black