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 26th October 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)

Maidstone Borough Councillor's Report (Standing Item):

Cllr Surgery Saturday 10am– 12noon at Staplehurst Library
Cllr Surgery 31st October 2026 Councillor Pett

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 2520 – 2525 5th October 2026 available at Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge (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 – note payment list from 29th September 2026 – 19th October 2026

4.2 Website provider report (5 minutes)

Resolution: To consider the recommendation of the Communication Group to appoint Netwise as the Council website provider

4.3 Photocopier Report (5 minutes)

Resolution: To consider quotes for a new 5 year photocopier lease contract as shown in the report.

4.4 Christmas Motifs report (5minutes)

Resolution: To note update on Christmas Motifs – putting up, additional timers on new streetlights and taking down

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

6 PROPOSALS FOR DISCUSSION and DECISION

6.1 Local Government Review Verbal update (1 minute)

6.2 Review External Audit report 2025/26 (5 minutes)

Resolution: to consider the External Audit report

6.3 Surrenden Field playground report (5 minutes)

Resolution: For Council to sign off final design and cost for the Surrenden Field Playground.

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 12th October 2026

8.1.2 Road Safety Group, next meeting 29th October 2026

8.1.3 Jubilee Field Management Group 8th October 2026

8.1.4 Employment, Finance and Strategy group meeting 22nd October 2026 minutes to follow

8.1.5 SCEnic minutes 24th September 2026

8.1.6 NDP Review Group minutes 28th September and 19th October 2026

8.1.7 Communications Group minutes 7th October 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 Staff 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, 21/10/2026

Parish Council Saturday Surgeries with Borough Councillor Perry (Staplehurst Library 10.00am – 12.00pm)	
Date	**Councillor**
31st October 2026	**Borough Councillor John Perry / TBC**
28th November 2026	**Borough Councillor John Perry / TBC**
19th December 2026	**Borough Councillor John Perry / TBC**
Future Parish Council meeting dates	
16th November 2026	**7:30pm South Hall Staplehurst Community Centre**
7th December 2026	**7:30pm South Hall Staplehurst Community Centre**
11th January 2027	**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