



**STAPLEHURST
PARISH COUNCIL
COUNCIL MEETING
12TH JANUARY 2026
MINUTES**

PUBLIC FORUM

No residents spoke.

Kent County Councillor report – Apologies from Cllr Black

Maidstone Borough Councillor's Report (Standing Item):

Cllr Perry noted focus a on Budget setting at next MBC Council meeting.

Cllr Riordan is striving to arrange Community Meeting regarding Staplehurst School Parking issues – Parish Council reserved 9th February 2026, 7pm if that helps.
Cllr Riordan also attending meeting on water shortage issues.

Cllr Surgery Saturday 31st January 2026, 10am – 12noon at Staplehurst Library

Cllr Farragher also attending Police and a representative from Golding Homes.

Present: Cllrs Sharp, Martin, Alesi, Farragher (part), Perry, Pett, Riordan, Castro, Hotson, Ash, Arger, Melville, Rhodes and the Clerk.

APOLOGIES: Cllrs Wakeford and McLaughlin

COUNCILLOR DECLARATIONS regarding items on the Agenda:

Declarations of Lobbying - NA

Changes to the Register of Interests - NA

Interests in Items on the Agenda - Cllr Melville item 4.4

Requests for Dispensation - NA

Signed by Chairman Date

APPROVAL OF FULL COUNCIL MINUTES:

Pages 2424 –2429 8th December 2025 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.gov.uk\)](http://Full%20Council%20-%20Staplehurst%20Parish%20Council%20-%20Staplehurst%20Parish%20Council,%20Staplehurst,%20Tonbridge%20(staplehurst-pc.gov.uk)) to be signed by the Chairman.

Cllr Pett proposed, and Cllr Martin seconded to approve the minutes of the meeting 8th December 2025, agreed majority 11 for, 0 against and 2 abstained.

FINANCE REPORTS & PROPOSALS

4.1 Payment list, previously authorised by Council or under delegated authority and paid, Summation and Balance sheet for noting.

		Staplehurst Parish Council	
		Financial report 3rd December 2025 - 5th January 2026	
Date	Ref.	Current Account Details	Amount
11/12/2025	BACS/1	Alex Harvey - JF Pavilion Cleaning November	£ 100.00
11/12/2025	BACS/2	Alex Harvey - Youth Club Cleaning November	£ 100.00
18/12/2025	DD/2	British Gas - Electricity JF Sewage Pump Sepr-Dec	£ 14.02
17/12/2025	DD/1	Business Stream - Bell Lane Toilets Water Oct-Nov	£ 103.45
15/12/2025	DD/1	Business Stream - SF Pavilion Water Aug-Nov	£ 25.32
15/12/2025	DD/2	Business Stream - Wimpey Field Water Aug-Nov	£ 91.80
04/12/2025	BACS/1	Cartell Electrical Ltd - Replacement Heater Youth Club	£ 559.20
18/12/2025	DD/1	Castle Water - Potable Water Youth Club	£ 7.64
05/12/2025	DD/1	Castle Water Ltd - Youth Club Water October	£ 0.96
19/12/2025	BACS/2	Net Salary December	£ 6,967.55
23/12/2025	BACS/6	Dean Fuller - Jubilee Field Mowing/White Line Marking Nov	£ 280.00
23/12/2025	BACS/7	Dean Fuller - Jubilee Field Mowing/White Line Marking Nov	£ 200.00
11/12/2025	BACS/5	Forestry First Ltd - Tree Work Various Sites as per Tree Ins	£ 3,900.00
04/12/2025	BACS/2	Heliocentrix Ltd - BitLocker Encryption x5	£ 46.80
04/12/2025	BACS/4	Heliocentrix Ltd - Business Basic November	£ 147.46
04/12/2025	BACS/3	Heliocentrix Ltd - Managed IT Silver x3 Workstations Nov	£ 138.60
16/12/2025	BACS/5	HMRC - Tax & NI November	£ 3,909.53
04/12/2025	BACS/5	J Birkby Plumbing Ltd - Toilet Repair Jubilee Pavilion	£ 90.00
23/12/2025	BACS/5	KCC MVCP - Wimpey Field Annual Management Fee/Bioblitz	£ 4,389.60
11/12/2025	BACS/3	KCC Procurement Services - Photocopier Rental Jan-Mar	£ 105.98
19/12/2025	PAY	Lloyds - Bank Charges December	£ 8.50
16/12/2025	BACS/3	Maclin Pumps - Sewage Pump Service Jubilee Field	£ 318.00
16/12/2025	BACS/2	Maclin Pumps - Sewage Pump Service Youth Club	£ 222.00
22/12/2025	DD/1	Nest Pension - December	£ 920.20
19/12/2025	DD/1	Npower - Street Light Energy Nov	£ 57.71
11/12/2025	BACS/4	P&F Cleaning Services - Bell Lane Toilets Clean/Open/Sun Dec	£ 1,010.00
16/12/2025	BACS/4	Peninsula Business Services - HR& Health & Safety Support	£ 302.94
15/12/2025	DD/3	Pozitive Energy - Youth Club Electricity 133.95	£ 140.62
23/12/2025	BACS/4	Pride Roofing Kent Ltd - JF Pavilion Cut Edge Erosion Repair	£ 2,976.00

Signed by Chairman Date

05/12/2025	DD/2	Sage Payroll - December	£	21.60
09/12/2025	DC	Sainsbury's - Parish Office Sundries	£	16.75
17/12/2025	BACS/1	South East PAT Testing - Office, Air Raid Shelter, JF/SF Pav	£	83.60
17/12/2025	BACS/2	South East PAT Testing - Youth Club	£	65.00
23/12/2025	BACS/3	Staplehurst Community Centre - Meeting Hall Hire Jly & Dec	£	74.25
23/12/2025	BACS/1	Staplehurst Community Centre - Meeting Hall Hire May-August	£	412.50
23/12/2025	BACS/2	Staplehurst Community Centre - Meeting Hall Hire Sept-Dec	£	445.50
23/12/2025	DD/2	Telecoms World - Broadband Youth Club Nov	£	29.40
23/12/2025	DD/1	Telecoms World - Virtual Phone No. SEHT Nov	£	14.39
16/12/2025	BACS/1	Upper Medway Drainage Board - JF Ditch Clearance	£	714.00
			£	29,010.87

Noted

4.2 Contracts

Following a debate Cllr Farragher proposed and Cllr Arger seconded to approve the resolution below -agreed unanimously.

Resolution: To approve the Employment, Finance and Strategy group recommendations as set out below:

Contract item	Company	Value 2026/27
Surrenden Field hedge	Forestry First	£2,300 plus VAT
Bell Lane Toilets – Cleaning/ opening / sundries	P and F Cleaning Services Ltd	£12,120 plus VAT
Youth Club – potable water supply	Castle water	£120 plus Vat (est)

Budget code various

4.3 Proposed Council budget 2026/27

Following a debate, which highlighted;

Greener Group – needs to be more active, Agreed Cllr Castro, along with Cllr Melville and Riordan, will arrange a meeting of the Greener Group and report back to Council.

We will move from Council expenditure to S137 donations the following two budget lines. Churchyard and SEHT as they are donations to third parties, not Council expenditure.

This will not change the overall budget figure.

That staff and the EFS Group have worked hard to try and keep down any increase in the Parish Council portion of the Council Tax. In fact, a small reduction in the Parish Council portion of the Council Tax.

Summary of draft 2026/27 budget

Expenditure £342,757.60

Income £41,850.80

Proposed rounded precept £301,000.00

Proposed 2026/27 budget compared to 2025/26.

The Tax base is the number of properties in Staplehurst charged Council Tax, this is supplied by MBC and is 3,090.10 for 2026/27, a slight increase on 2025/26.

Signed by Chairman Date

Therefore a Band D property which is the mid-range property and used for comparisons, the Parish Council portion of the Council Tax in 2026/27 is a reduction of 0.05% on 2025/26.

	2025/26	Proposed 2026/27	Change
Precept	£300,000	£301,000	Increased by £1,000
Band D – annual	£99.72	£99.67	Reduced by £0.05
Band D – monthly	£8.31	£8.30	Reduced by £0.01
Band D - weekly	£1.92	£1.91	Reduced by £0.01

It is important the Communications Group ensure this is widely known, including an article in the next Village update.

Cllr Arger proposed, and Cllr Rhodes seconded to approve the resolutions below.
Agreed majority 11 for, 1 against and 1 abstained.

Resolution: To approve the Employment, Finance and Strategy group recommendations and approve

- i. Fees and charges for 2026/27 set out in **Appendix A** of this report.
- ii. Proposed budget for 2026/27 set out in **Appendix B** of this report.

To note a 0.05% reduction in the Parish Council portion of the Council Tax for 2026/27.

Cllr Melville left the meeting for this item.

4.4 Parish office improvements

Following a debate, Clerk explained that we have striven for quotes but only 1 came back, J M Home and Garden. This is in line with Financial Regulations.

Cllr Martin proposed, and Cllr Arger seconded to approve the resolutions below.
Agreed majority 10 for, 0 against 2 abstained.

Resolution: To approve the HR Group recommendation to replace the RFO office carpet up to £500 and including £220 to appoint JM Homes and Garden to fit carpet plus request that the Clerk writes to Staplehurst Community Centre Trust to replace the broken storage heater.

Budget Code - Administration

Cllr Melville returned to the meeting

4.5 Medway Valley Countryside Partnership annual agreement to manage Wimpey Field.

Following a debate Cllr Castro proposed, and Cllr Arger seconded to approve the resolution below agreed unanimously.

Resolution: To approve Medway Valley Countryside Partnership annual agreement attached in **Appendix A** of this report for a fee of £3,840 (+VAT)

Budget code – Wimpey Field

Signed by Chairman Date.....

CLERKS REPORT ON OUTSTANDING MATTERS

Clerk raised a number of points.

Under Delegated Authority, in consultation with the Chairman

- Planning training £74.10 for 3 attendees.
- JBH – clearance of Bell Lane toilet estimated £100 plus VAT.
- Cam Tech – replacement of CCTV recorder £473.11 plus VAT.
- Cartell Electrics replacement of motion sensors / external lights £419 plus VAT
- Milk for meetings £1.40.
- Gaffar tape - £9.99 plus VAT.
- Recorra – Confidential waste Bags, £72.10 plus VAT collect 1 last bag and purchase 10 new bags.
- As we have not been able to get a Locum RFO and a local person dropped out, the Clerk requested Sage training £250 plus VAT per session up to £1,000 plus VAT to get through this fiscal year.

Cllr Arger proposed, and Cllr Rhodes seconded to approve the above expenditure – agreed unanimously.

2388/6.2, Girl Guide lease Clerk circulated latest documentation late last week, Cllr Hotson concerned about the delays plus the Plan 1 colours.

Following a debate; Cllr Arger proposed, and Cllr Rhodes seconded to approve the resolution below - agreed majority unanimously.

- Amend document schedule and on plan 1.

1.9 The Tenant shall have the right to use the car park shown edged in Brown on Plan 1, together with the priority right to use the six car parking spaces shown hatched Blue on Plan 1.

1.10 The Tenant shall have a Right of access to and from the Property hatched Red over the land shaded Green on Plan 1.

1.11 The Tenant shall have the Right of access from the Headcorn Rd into the site and across the car park edged in Brown on Plan 1.

- New plan 1 estimated cost £200 plus VAT
- Cllr Hotson and Sharp to draft letter to Kingsford Solicitors to complain about delays and seek a reduction in fees.

Cllr Farragher left the meeting.

5 PROPOSALS FOR DISCUSSION and DECISION -

5.1 Devolution – standing item verbal update.

Awaiting further information

Signed by Chairman Date

5.2 3G Multi-Sport pitch Report

Following a debate, in which Cllr Riordan raised two points.

- i. Queried the capital construction costs – these were discussed and signed off at the last Council meeting –
- ii. Car parking – explained that the 3G pitch is significantly increasing car parking – if there are problems the issue is that MBC approved the Football Clubhouse without seeking additional car parking.
- iii. Clawback clause – Finalise documentation with Football Foundation

Cllr Arger proposed, and Cllr Rhodes seconded to approve the resolution below. Agreed majority 8 for 2 against 2 abstained.

Resolution: To approve the Employment, Finance and Strategy group recommendations as follows:

a) Construction cost shortfall = £9,431.64

Use £9,431.64 of CIL funding, leaving £79,119.56 in CIL for further projects in line with CIL Policy.

b) Additional Council costs = £20,410.62

i. General Reserves £10,410.62, leaving £131,190 in the General Reserves, 43.8% of precept, well within Reserves Policy.

ii. Reallocate £10,000 from Youth Club earmarked reserves to the 3G Multi-Sport pitch as the current work on the youth club building is completed. But retain £3,485.10 in Youth Club earmarked reserves for any future issues at the Youth Club.

Budget code – 3G Multi-Sport pitch / reserves

5.3 Volunteer Awards and Annual Parish Meeting

Following a debate, where Cllr Martin volunteered to coordinate the work towards the event, it was suggested that we introduce a "Community Group category."

Cllr Castro proposed, and Cllr Alesi seconded to approve the introduction of a "Community Group category" – agreed unanimously.

Cllr Castro proposed, and Cllr Alesi seconded to approve the resolution below, agreed unanimously.

Resolution: To approve the Employment, Finance and Strategy group recommendations below.

- i. Volunteer Awards and Annual Parish Meeting – Friday 15th May 2026, North Hall
- ii. Same style format as last year
- iii. Volunteer Awards – Adult / Junior / Community Group closing date for nominations 5pm 31st March 2026

Signed by Chairman Date.....

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

8 Chairman's Report

The Chairman thanked all Cllrs for their hard work on chasing up issues on road potholes, water leaks, EV charging at Sainsbury, outstanding work on new estates etc – Although the Parish Council has no powers in these areas it is important that we keep working hard to represent our residents.

With regards the water shortage Staplehurst Emergency Help Team have done an amazing volunteering job in supporting residents – not only from Staplehurst but also surrounding villages.

This is an excellent example of a community group working. They are a third-party community group – with a separate bank account and constitution – made up of residents plus some Cllrs volunteering. More volunteer Cllrs are welcome to join SEHT.

8.1 Committee and working group minutes - noted.

- 8.1.1 Planning Committee minutes 15th December 2025
- 8.1.2 Road Safety Group meeting to be confirmed.
- 8.1.3 Jubilee Field Working Group 8th January 2026, minutes to follow.
- 8.1.4 Employment, Finance and Strategy Group meeting minutes 18th December 2025
- 8.1.5 SCEnic next meeting 15th January 2026
- 8.1.6 NDP Review Group next meeting to be arranged.
- 8.1.7 Communications Group next meeting 29th January 2026
- 8.1.8 Greener Staplehurst Group meeting - to be arranged.

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

10 Confidential – Due to contractual issues

- 10.1 3G Multi-Sport Working group meeting 11th December 2025 – noted next meeting Thursday 15th January 2026.

Meeting closed.....9.45pm.....

These minutes are not verbatim; the decisions are accurate.

Signed by ChairmanDate.....