



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 \(staplehurst-pc.gov.uk\)](#) 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.

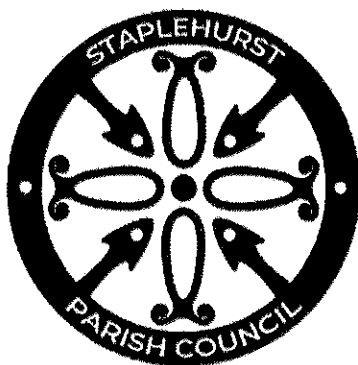
RJ Griffiths

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



STAPLEHURST PARISH COUNCIL

COUNCIL MINUTES 13TH JULY 2026

PUBLIC FORUM

A member of the public spoke on behalf of the scout group as a trustee. They asked the council about access to s.106 (CIL) money in order to accrue the land the scout hut is currently located on.

Kent County Councillor report – (Standing item)

Cllr Brian Black attended the meeting and spoke regarding the following items;

- Hawkenbury Bridge – see item 6.4
- Cranbrook Rd crossing
Cllr Black has a meeting with Cllr Pauline Russell of MBC & KCC and will feed back to the council in due course.
- Cameras on Crossroads
- Replacement of Village Entrance Sign
Village sign replacement to be chased up.

Maidstone Borough Councillor's Report (Standing Item): (cllr Perry)

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

Cllr Perry spoke regarding the local plan and neighbourhood plans. There is a call for sites locally.

It was reported that there was a long discussion at MBC regarding a Development Plan Document for Gypsy, Traveller and Travelling Show People, discussion at MBC has been deferred.

A creation of a Maidstone Town Council was discussed at MBC. This depends on the devolution/unitary council formation decision.

Cllr Surgery Saturday 10am– 12noon at Staplehurst Library

Feedback from Cllr Surgery 27th June 2026 – Verbal report given. Cllr Wakeford reported that there has been a resolution regarding the bollard removal issue at Longstrakes with funding now confirmed to be provided for the fitting of a permanent bollard.

Next Cllr Surgery 25th July 2026, Cllr John Perry and Cllr Adelle Sharp plan to attend.

Present: Cllrs Sharp, Farragher, Melville, Alesi, Mclaughlin, Castro, Perry, Hotson, Wakeford, Ash, Rhodes and Pett and the RFO/Deputy Clerk

Signed by Chairman.....Date.....

1. **APOLOGIES:** Cllr Martin, Arger, Riordan

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

2.1. Declarations of Lobbying

Cllr Hotson declared lobbying in regards to item 6.2.

2.2. Changes to the Register of Interests

None

2.3. Interests in Items on the Agenda

Pecuniary interest declared for Cllr Melville in regards to items 4.1 & 4.2.

2.4. Requests for Dispensation

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

Pages 2484 – 2490 22nd June 2026 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.gov.uk\)](http://Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge (staplehurst-pc.gov.uk))

Cllr McLaughlin proposed, and Cllr Melville seconded to approve the minutes of the 22nd June 2026, agreed majority 9 for, 0 against and 3 abstained. Duly signed by the Chairman.

Cllr Hotson raised a question in relation to point 4.5 of the prior minutes regarding the payment of a pro-forma invoice for solicitor fees. It was suggested that the council should note they are not comfortable with this process as the fee was paid before the service was delivered.

4. **FINANCE REPORTS & PROPOSALS**

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

Staplehurst Parish Council

Transactions for Lloyds Bank (Current Account)

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
59	19/05/2026	000042	Merit Awards	Award Winners	-50.00	30/06/2026
160	29/05/2026		Training & Events	Breakthrough Con	-594.00	30/06/2026
124	01/06/2026		Pavilion Electricity Bill	British Gas Trading	-34.82	30/06/2026
125	01/06/2026		National Non-Domestic Rates	Maldstone Boroug	-357.00	30/06/2026
126	01/06/2026		Jubilee Field Electricity Bill	British Gas Trading	-264.12	30/06/2026
127	01/06/2026		Office Electricity Bill	British Gas Trading	-196.06	30/06/2026
128	01/06/2026		Cllr Laptop Hire	CF Corporate Fina	-113.44	30/06/2026
142	02/06/2026	000043	Land Registry Search	HM Land Registry	-8.00	30/06/2026
13	03/06/2026		Refund	Starboard System	1,255.20	30/06/2026
104	04/06/2026		Legionella Testing	Smartwater Testin	-106.00	30/06/2026
14	05/06/2026		Field Hire	Staplehurst Comm	10.00	30/06/2026
70	05/06/2026		Communications	Simply Print Partn	-42.00	30/06/2026
71	05/06/2026		Communications	Simply Print Partn	-663.00	30/06/2026
72	05/06/2026		Caretaker Supplies	Homesleigh Timber	-3.72	30/06/2026
73	05/06/2026		Greener Group Supplies	Rumwoods Ltd	-24.73	30/06/2026
74	05/06/2026		Youth Club Repairs & Maintenance	Forestry First Ltd	-360.00	30/06/2026
75	05/06/2026		Office Supplies	KCS Education (C	-31.77	30/06/2026
76	05/06/2026		Youth Club Land Rent/Purchase	Kent County Coun	-212.50	30/06/2026
77	05/06/2026		Youth Club Repairs & Maintenance	JBPH Contractors	-942.78	30/06/2026
78	05/06/2026		GDPR Data Protection Officer	GDPR-info Ltd	-350.00	30/06/2026
79	05/06/2026		Village Planters Service Agreement	Choice Support	-519.00	30/06/2026
80	05/06/2026		Waste Collection	Countrystyle Recy	-84.29	30/06/2026
81	05/06/2026		Scribe Software	Starboard System	-100.80	30/06/2026
83	05/06/2026		Youth Club Repairs & Maintenance	Forestry First Ltd	-288.00	30/06/2026
85	05/06/2026		Wimpey Field Maintenance	Brad Hawkins	-150.00	30/06/2026
86	05/06/2026		Office Equipment Maintenance & Repairs	Locum Locks	-314.70	30/06/2026
87	05/06/2026		Office & Meeting Sustenance	Cllr Reimburseme	-85.04	30/06/2026
129	05/06/2026		Sage Payroll Essentials	Sage (UK) Ltd	-12.00	30/06/2026
82	11/06/2026		Chestnut Avenue Maintenance	Forestry First Ltd	-384.00	30/06/2026
84	11/06/2026		Printer/Copier Rent	Procurement Serv	-105.98	30/06/2026
105	11/06/2026		VOID	Forestry First Ltd		30/06/2026
106	11/06/2026		VOID	Procurement Serv		30/06/2026
107	11/06/2026		IT Support, MS 365, Email & Data Hosting	Hellocantrix Ltd	-346.08	30/06/2026
108	11/06/2026		Premises Licence	Licensing Partners	-180.00	30/06/2026
110	11/06/2026		Greener Group Supplies	Rumwoods Ltd	-53.93	30/06/2026
111	11/06/2026		Staff Travel Expenses	Staff Members	-12.73	30/06/2026
112	11/06/2026		Volunteer Supplies	KCS Education (C	-71.40	30/06/2026
114	11/06/2026		Employment Services & Insurance	Peninsula Busines	-302.94	30/06/2026
115	11/06/2026		Cleaning	West Kent Cleanir	-150.00	30/06/2026
143	11/06/2026	000044	Land Registry Search	HM Land Registry	-8.00	30/06/2026
130	12/06/2026		Office & Meeting Sustenance	Sainsburys	-7.75	30/06/2026
132	15/06/2026		Surrenden Water Bill	Business Stream I	-26.08	30/06/2026
133	15/06/2026		Youth Club Electricity Bill	Positive Energy Lt	-81.77	30/06/2026
113	16/06/2026		Electrical Testing, Maintenance & Repairs	Adam Watts Elect	-720.00	30/06/2026
131	16/06/2026		Bell Lane Toilets Water Bill	Business Stream I	-78.52	30/06/2026
21	17/06/2026		Refund	Kent County Coun	212.50	30/06/2026
15	19/06/2026		Community Infrastructure Levy (CIL)	Maldstone Boroug	210,616.98	30/06/2026
16	19/06/2026		Donation/Grant Funding	The Football Asso	6,000.00	30/06/2026
109	19/06/2026		Street Lighting Electricity Bill	NPower Business	-32.68	30/06/2026
134	19/06/2026		Bank Charges	Lloyds Bank Plc	-8.50	30/06/2026
135	22/06/2026		Youth Club Water Bill	Castle Water Ltd	-12.62	30/06/2026
136	22/06/2026		Jubilee Field Water Bill	Castle Water Ltd	-13.36	30/06/2026
145	23/06/2026		Telephone Charges	Telecoms World	-49.78	30/06/2026
147	23/06/2026		Land Registry Search	HM Land Registry	-49.00	30/06/2026

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Signed by Chairman.....Date.....

Staplehurst Parish Council

Transactions for Lloyds Bank (Current Account)

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
155	23/06/2026		Telephone Charges	British Telecommu	-113.57	30/06/2026
148	24/06/2026		Jubilee Field Pumping Station Electricity Bill	British Gas Trading	-13.09	30/06/2026
149	24/06/2026		Adobe Acrobat Pro	Adobe Systems Inc	-19.97	30/06/2026
116	25/06/2026		Hall Hire	Staplehurst Comm	-1,088.00	30/06/2026
117	25/06/2026		Mapping Software	Parish Online	-162.00	30/06/2026
118	25/06/2026		Maintenance & Repairs	Maclin Pompe Ltd	-540.00	30/06/2026
119	25/06/2026		Colour & Mono Printing	Procurement Serv	-97.02	30/06/2026
120	25/06/2026		Jubilee Field Maintenance	S & C Slater Ltd	-1,015.87	30/06/2026
121	25/06/2026		Bell Lane Toilets Cleaning & Opening Etc	P&F Cleaning Ser	-1,070.00	30/06/2026
122	25/06/2026		Office Stationary	West End Statione	-28.86	30/06/2026
137	25/06/2026		Volunteer Supplies	KCS Education (C	-143.88	30/06/2026
138	25/06/2026		Staff Professional Membership	The Society of Loc	-200.00	30/06/2026
139	25/06/2026	Month 1 PAYE	HMRC	HMRC	-2,109.48	30/06/2026
140	25/06/2026	Month 2 PAYE	HMRC	HMRC	-1,980.08	30/06/2026
141	25/06/2026		National Non-Domestic Rates	Maldstone Boroug	-80.00	30/06/2026
146	26/06/2026		Staff Net Pay	Staff Members	-5,755.22	30/06/2026
150	25/06/2026		Youth Club Land Rent/Purchase	Kent County Coun	-212.50	30/06/2026
157	25/06/2026		Donation/Grant Funding	Parochial Church	-14,649.27	30/06/2026
158	25/06/2026		3G Pitch Construction	Adam Watts Elect	-160.00	30/06/2026
159	25/06/2026		3G Pitch Construction	Upper Medway Int	-10,410.62	30/06/2026
156	26/06/2026		Youth Club Water Bill	Business Stream I	-48.64	30/06/2026
23	29/06/2026		Jubilee Field Pitch Hire	Staplehurst Monar	310.13	30/06/2026
161	30/06/2026		Bell Lane Toilets Electricity	British Gas Trading	-4.56	30/06/2026
152	30/06/2026		Surrenden Electricity Bill	British Gas Trading	-33.54	30/06/2026
163	30/06/2026		Office Electricity Bill	British Gas Trading	-150.16	30/06/2026
154	30/06/2026		Jubilee Field Electricity Bill	British Gas Trading	-195.69	30/06/2026
					168,517.78	

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Cllrs noted the payments above, no questions

Signed by Chairman.....Date.....

4.2 Jubilee Field Working Group report

A brief discussion took place regarding the works at Jubilee Field.

Cllr Sharp proposed, Cllr Alesi seconded the resolution below – agreed majority 12 for, 0 against and 0 abstained.

Resolution: Supply and install a gate – CLA Property Maintenance for £1395.00 plus VAT
Budget code Jubilee Field.

Cllr Alesi proposed, Cllr Castro seconded the resolution below– agreed majority 12 for, 0 against and 0 abstained.

Resolution: Supply of 1 x pair of 11 v11 socket goals and 1x pair of 9 v 9 foldaway goals.
Net World Sports for £1890.00 plus VAT
Budget code Jubilee Field

Cllr Alesi proposed, Cllr Farragher seconded the resolution below– agreed majority 12 for, 0 against and 0 abstained.

Resolution: Undertake deep clean of pavilion – Company as per quote C1 in appendix.
£850.00 plus VAT
Budget code Jubilee Field

Cllr Castro proposed, Cllr Rhodes seconded the resolution below– agreed majority 12 for, 0 against and 0 abstained.

Resolution: Hire a skip for end of August 2026 – up to £350 plus VAT
Budget code Jubilee Field

Cllr Alesi proposed, Cllr Rhodes seconded the resolution below– agreed majority 12 for, 0 against and 0 abstained.

Resolution: Appoint S&C Slatters to install drainage adjacent to the Girl Guides centre -
£2,172.84 plus VAT
Budget code Jubilee Field

Cllr Wakeford requested that details of the construction be produced in writing *before* engagement.

4.3 Council expenses

Following a debate Cllr sharp proposed and Cllr Castro seconded the resolution below - agreed majority 11 for, 0 against and 1 abstained.

Resolution: To agree to adopt the MBC travel rates of re-imbursement as set out below:

The Maidstone Borough Council Travel and subsistence expenses are as follows;

"Travel and subsistence allowances are payable under the Members' Allowance Scheme:

Cars and Vans - 55p per mile
Motorcycles - 24p per mile
Bicycles – 20p per mile
Electric Vehicles 45p per mile
Plus 5p per mile per passenger carried

Councillors and Co-opted Members are entitled to claim a subsistence allowance when, in attending meetings which relate to functions of the Council, they are kept away from their normal place of residence for significant periods of time at certain times of day. Subsistence will only be paid upon the production of a receipt for the purchase of a required meal.

If Councillors or Co-opted Members are attending a meeting or function where a meal is provided for them, they are not entitled to claim a subsistence allowance."

The Parish Council are asked to adopt the MBC Travel and subsistence expenses.

Signed by Chairman.....Date.....

4.4 Bank Reconciliation report

Council noted;

To note the Bank Reconciliation for 1st April 2026 – 30th June 2026 – quarter one in 2026/27 financial year

No questions asked.

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

Including update on SCL proposal for summer activities 19th August 2026. Promote widely website, face book etc

Magnetic Shields request to for 12 cars to park in the day time at Jubilee Field car park - suggest wait until 3G pitch is constructed as some current day time users complaining of parking pressure. (early September 2026) and then allow Magnetic Shields.

Cllr Sharp stated that the councils response should be no at this time due to the current works taking place at Jubilee Field.

Cllrs Alesi, Melville and Rhodes left the meeting due to a Staplehurst Emergency Help Team call out. Note, items 6.4 And 6.3 had already been discussed before these Cllrs left the meeting, all other items from this point onwards had not been discussed with these Cllrs present.

Cllr Hotson asked if the management company will rely on the football club or the council to open and close the Jubilee Field site once the management company for the 3G pitch has taken over managing. Cllr Sharp explained the management company are liaising with the football club regarding opening times and procedures and that the council staff will not be involved in opening or closing.

Cllr Sharp mentioned the Skate Jam joint event with Swale Community Leisure 19th August 2026.

Swale Community Leisure have volunteered to do a soft launch, with a 'meet the team ' event on the day ahead of the official September hand over.

The council also can advertise the Peter Rabbit theatre event in the afternoon at Surrenden Field on the same day.

6 PROPOSALS FOR DISCUSSION and DECISION -

6.1 Devolution – standing item verbal update

Await Government decision on final Structure of the new Councils – expected Summer 2026. Cllr Perry expects we will hear by the end of summer.

6.2 3G Multi Sport pitch Report Verbal update

Cllr Sharp gave a verbal report, construction is going well.

Cllr Hotson requested that regular detailed written reports regarding the construction are provided to full council.

6.3 Kent, Surrey and Sussex Air Ambulance report 2026/27

Discussed post item 6.4.

Signed by Chairman.....Date.....

It was noted that this national initiative is being piloted in Staplehurst and that the work done by Staplehurst Emergency Help Team (SEHT) has had a great impact on bringing this pilot to the area.

Cllr Hotson proposed, and Cllr Pett approved the resolution below - agreed majority 12 for, 0 against and 0 abstained.

Resolution: To consider

1. To agree in principle to make Surrenden Field a "Designated site for the national initiative for hands on chest (CPR and use of a defib)
2. To request permission from MBC – the land owner
3. Then register Surrenden Field as a Designated site for the national initiative for hands on chest (CPR and use of a defib)

6.4 Hawkenbury Bridge update

This item was discussed after item 4.1 in order to allow Cllr Black to leave the meeting.

Nine Cllrs attend a meeting with KCC on 1st July. A report and action list resulting from the meeting has been sent to SPC Cllrs. KCC have set aside a budget of £10,000 for immediate signage. Signage was declined until evidence that additional signage will solve the issues.

Traffic lights have been refused based on multiple criteria including meeting technical standards regarding the instalment of traffic lights. It was noted that inspection and crash data provided at the meeting was incorrect and lacked depth, it also only covered the last 5 years, not 10 as requested. Cllr Black added that £10,000 is not enough to solve the issues at Hawkenbury Bridge and stated he will be speaking to cabinet members regarding the low funding.

Cllr Black suggested that SPC meet with Headcorn Council before the next meeting with KCC.

6.5 Surrenden Field Pavilion Permitted Development

Cllr Sharp spoke regarding this matter.

Cllr Wakeford asked questions regarding the planned usage of the building and asked if the quote included vandal proof windows. Cllr Sharp explained that the current building is used for storage but the new building will be used for events. The current quote does not include vandal proof windows.

Cllr Hotson would like it noted there has been no business plan for this project which he feels is needed for this amount of council expenditure. Cllr Farragher countered that this project is an important feature of the field and it doesn't need a business plan.

Cllr Sharp proposed, and Cllr Castro approved the resolution below - agreed majority 5 for, 3 against and 1 abstained.

Resolution: To approve the SCEnic recommendation to;

- i. appoint Hanson, as per Appendix B of this report, to remove the current dilapidated pavilion and replace with new pavilion and send to MBC as permitted development.
- ii. To seek CCTV quotes for work required.

Signed by Chairman.....Date.....

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

The council discussed a letter received regarding ASB in the community. Cllr Sharp will be contacting the police regarding this matter.

8 Chairman's Report (5 minutes)

8.1 Committee and working group minutes for noting

8.1.1 Planning Committee minutes 29th June 2026

Cllr Pett raised that the Parish council objected to Duckhurst planning proposal yet MBC planning portal stated we approved it unanimously. Clerk to write to MBC planning portal, this should not happen and if it does, it needs an immediate correction as it was a poor representation of the views of SPC in relation to planning.

8.1.2 Road Safety Group, meetings July 2026 minutes to follow

8.1.3 Jubilee Field Working Group minutes 2nd July 2026 to follow

8.1.4 Employment, Finance and Strategy group meeting 18th June 2026 to follow

8.1.5 SCEnic next meeting to be arranged

8.1.6 NDP Review Group next meeting to be arranged.

8.1.7 Communications Group meeting minutes 8th July 2026 to follow

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**

No HR matters discussed.

A member of the public spoke regarding appendices that are missing from the public agenda and they would like those that are not confidential in order to have a fuller view of decisions being made. Cllr Sharp confirmed the appendices for this meeting pertained to tenders, hence confidentiality.

Meeting closed at 21:25.

Signed by Chairman.....Date.....

Staplehurst Parish Council Payment list
1st July - 27th July 2026

Date	Details	Amount
01/07/2026	Maidstone Borough Council Tax	£61.00
01/07/2026	Maidstone Borough Council Tax	£71.00
01/07/2026	Maidstone Borough Council Tax	£105.00
01/07/2026	CF Corporate Finance	£113.44
01/07/2026	Maidstone Borough Council Tax	£120.00
01/07/2026	Nest Pensions	£811.48
03/07/2026	Land Registry	£11.00
03/07/2026	Land Registry	£11.00
03/07/2026	County Fire Protection	£156.60
03/07/2026	Simply Print Partners	£60.00
03/07/2026	Starboard Systems	£100.80
03/07/2026	Cllr Travel Expenses	£14.50
03/07/2026	Cllr Travel Expenses	£12.60
03/07/2026	PPL PRS Ltd	£810.83
06/07/2026	Harper James Ltd	£9,540.00
09/07/2026	Peninsula Business	£302.94
10/07/2026	Mr BJ Hawkins - Wimpey	£225.00
10/07/2026	Countrystyle Recycling	£84.29
10/07/2026	Forestry First Ltd	£336.00
10/07/2026	Jubilee Field Groundsman	£810.00
10/07/2026	Heliocentrix Ltd	£351.43
10/07/2026	All Saints Staplehurst (Donation)	£250.00
10/07/2026	Staplehurst Emergency Help Team (Donation)	£550.00
10/07/2026	Community Centre For Debt Advice (Donation)	£250.00
10/07/2026	Heart of Kent Hospice (Donation)	£250.00
10/07/2026	Cleaning (A Harvey)	£225.00
10/07/2026	Kenward Trust (Donation)	£150.00
10/07/2026	Kent Surrey Sussex Ambulance (Donation)	£250.00
13/07/2026	Pozitive Energy	£56.02
15/07/2026	Maidstone Borough CD (Road Closure)	£100.00
16/07/2026	Castle Water Ltd	£174.54
17/07/2026	Scottish Water Business	£72.38
20/07/2026	Castle Water Ltd	£8.47
20/07/2026	Lloyds Service Charges	£12.35
21/07/2026	Npower	£28.66
22/07/2026	British Gas	£16.25
22/07/2026	BT Group PLC	£118.25
23/07/2026	Telecoms World	£52.76
24/07/2026	Staff Salaries	£5,838.27
24/07/2026	Adobe Pro	£19.97
27/07/2026	Choice Support	£1,989.50
Total		£24,521.33

STAPLEHURST PARISH COUNCIL

Item / Title	4.2	Virements Report
Council, Committee, Working Group		Council
Meeting Date, Time & Venue		3rd August 2026, South Hall
Report Author		RFO
Purpose		To note the proposal to make virements within the Council budget 2026/27.
Resolution		To approve the recommendation of the Employment, Finance and Strategy group to agree the virements set out in appendix A of this report.
Link to Strategic Action Plan		Administration

Background

The Council budget was set in January 2026, the proposed virements are adjustments to improve the accuracy of the budget monitoring. It is not increasing the total budget.

Detail

The Employment, Finance and Strategy group considered proposed virements to help improve budget monitoring, the total budget does not increase.

Breakdown of Proposed Budget Adjustments

Below is a summary of the budget line items affected by the proposed virements, comparing the original allocation to the proposed revised budget:

Budget Line Item	Original Budget	Q1 Actual Spend	Proposed Revised Budget	Net Change (+ / -)	Explanation / Reason
Sundry Items	£3,292.00	—	£1,000.00	-£2,292.00	Funds reallocated to cover Software Licences and HR/Payroll administration costs.
Waste Collection	£0.00	£225.92	£1,000.00	+£1,000.00	Creation of dedicated budget line for waste management services.

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Colour & Mono Printing	£0.00	£80.85	£330.00	+£330.00	Creation of specific line item for ongoing office printing costs.
Computer Support - Hosted Exchange	£5,000.00	£462.00	£1,848.00	-£3,152.00	Adjusted to match actual contract cost structure.
Professional Subscriptions	£3,300.00	£200.00	£1,000.00	-£2,300.00	Reduced in line with projected subscription requirements.
Software Licences & Cloud Subscriptions	£0.00	£3,053.41	£1,816.36	+£1,816.36	Formal budget line created for cloud systems (e.g., Microsoft 365, accounting software).
Office Phone & Broadband	£0.00	£285.18	£1,150.00	+£1,150.00	Re-classified into a distinct budget line to improve tracking.
Staff Travel, Mileage & Subsistence	£0.00	—	£100.00	+£100.00	Nominal allocation created for staff expenses.
Outsourced Administration (Payroll, HR, H&S)	£0.00	£721.91	£3,247.64	+£3,247.64	Dedicated line established for specialist payroll, HR, and Health & Safety compliance support.
Cllr Travel, Mileage & Subsistence	£0.00	—	£100.00	+£100	Nominal allocation created for Cllr expenses.

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In addition:

Village update/ website

Information Booklet	£2000.00	£0	£0	-£2000	Suggested deferment of this planned spending in order to cover website re-design costs.
Website	£0.00	-	£2000	+£2000	

Financial impact:

Total Decreases / Reductions

-£7,744.00 (from Sundry Items, Hosted Exchange, and Subscriptions)

-£2000.00 (from Information Booklet)

Total Increases / Reallocations

+£7,744.00 (across IT, HR, Waste, Utilities, and Expenses)

+£2000.00 (to Website)

Overall Total Budget:

Unchanged

Budget Code: Various

Additional information

It was voted by the EFS Group to recommended that Full Council RESOLVE:

To approve the budget virements as detailed in Section 2.

To note that these virements do not increase the overall planned budget for Council Administration & Running Costs and therefore the council accept it will be overbudget in the area of Software Licences & Cloud Subscriptions.

STAPLEHURST PARISH COUNCIL

Item / Title	4.3	Basic Parish Allowance 2026/27 Report
Council, Committee, Working Group		Council
Meeting Date, Time & Venue		13th August 2026, South Hall
Report Author		Clerk / RFO
Purpose		To Note the Basic Parish Allowance 2026/27
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
Link to Strategic Action Plan		Administration - Sound policies, financial management and reporting

Background

Staplehurst parish Council on the 22nd June 2026 approve that it was appropriate to pay elected councillors the Basic Parish Allowance.

Parish Councillors who stood at the last Parish Council election are considered an "elected Councillor", even though the election was uncontested and are entitled to the Basic Parish Allowance as per Section 100, Local Government Act 2000 which makes provision to enable Parish Councils to pay Councillors Allowances.

The MBC Councillor Allowance for 2026/27 is £6,630.00.

Staplehurst Parish Council agrees to pay the Councillors allowances:

Basic Parish Allowance – 10% of MBC = £663.00, note tax, national insurance etc applies.

Parish Chairman - Chairmans allowance -15% of MBC = £994.50, note Tax, National Insurance etc applies.

Therefore, The Clerk wrote to eligible Councillors offering the Basic Parish Allowance on the 2nd July 2026 seeking a response by 5pm Friday 24th July 2026 if a Parish Councillor wished to **forgo** their Basic Parish Allowances.

Councillors who have been co-opted are not entitled to Basic Parish Allowance, namely Clirs Farragher, Wakeford, Melville and Rhodes.

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Detail

The following Parish Councillors responded by 5pm Friday 24th July 2026 forgoing their Basic Parish Allowance they are Cllrs Hotson, Ash, Perry, Arger, Pett, Martin and Mclaughlin.

Therefore, Parish Councillors that are taking the Basic Parish Allowance are: Cllrs Alesi, Castro, Sharp and Riordan.

Payment, Tax, National Insurance

Councillor Allowance £663.00 less tax – Basic Rate or individuals current tax rate

Chairman's Allowance £994.50 less tax – Basic Rate or individuals current tax rate

If Councillors do not currently pay tax, any tax deducted should be claimed by completing a self-assessment form

Transparency

This Basic Parish Allowance report will be published on the Council's website and a list of those Councillors who chose to receive the Basic Parish Allowance.

Financial impact: Within Budget

Budget Code: Administration / Basic Parish Allowance

Additional information

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Item Title	4.4	Direct Debit HMRC
Council, Committee, Working Group		Council
Meeting Date, Time & Venue		3rd August 2026
Report Author		RFO
Purpose		To request the council
Resolution		
Link to Strategic Action Plan		Administration
Background: Payments to HMRC for PAYE expenses (employee deductions and employers NI) are currently paid manually on a monthly basis. In times of staff shortage this has led to late payments and resulting late payment fees.		
Detail: It is requested by the RFO that these payments are moved to a Direct Debit payment. This will not only save the council from potential future late fee payments in times of staffing difficulties, but it will also cut down on staff and Councillor time processing and authorising these payments each month. HMRC PAYE costs are a non-negotiable cost and therefore it makes sense to automate the payment.		
Financial implications: Positive given the avoidance of any future late fees that may otherwise occur.		
Budget Code: NA		
Additional information: DD mandate available at the meeting to be sign if agreed.		

STAPLEHURST PARISH COUNCIL

Item / Title	4.5	Jubilee Field Pavilion Report
Council, Committee, Working Group		Council
Meeting Date, Time & Venue		3rd August 2026, South Hall
Report Author		Clerk / RFO
Purpose		To note the proposal to resolve the locks at JF Pavilion
Resolution		To approve i. the lock quote set out in appendix A of this report ii. the electrical quote set out in appendix B this report
Link to Strategic Action Plan		Community infrastructure
Background The Jubilee Field pavilion locks have been compromised due to the number of keys circulating in the football clubs and a lock for changing room 4 not being replaced. In addition, the electrical lights and heating in the lobby needs to be resolved		
Detail Locks It is proposed to change the pavilion entrance door locks with new security locks, which will be controlled. In addition, install a lock on changing room 4 which has been missing for some time. See quote attached in Appendix A of this report. Electrics The lights in the pavilion have been playing up for some time – mix of sensors and outdated lights. Therefore, we walked through the pavilion auditing what is required, inspected the heating which does not currently work in the lobby and an outside light. See quote attached in Appendix B. We have struggled to get other local contractors to quote.		
Financial impact: Within Budget		
Budget Code: Jubilee Field		
Additional information The security locks are a specialist piece of work we initially contacted our usual contractor but they have not responded. Therefore, we contacted a new security locksmith. Again, we have chased other electricians without luck.		

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Item / Title	4.6	Skatepark Report
Council, Committee, Working Group	Council	
Meeting Date, Time & Venue	3rd August 2026, South Hall	
Report Author	RFO	
Purpose	To note the quotes to repair the skatepark at Jubilee Field	
Resolution	To approve the following quotes i. General painting £8,995.00 plus VAT ii. Repairs of skatepark £1,785.00 plus VAT	
Link to Strategic Action Plan	Administration	
Background		
The Council has an annual repainting of the skatepark.		
Detail		
The quote for the general painting £8,995.00 plus VAT, Appendix A of this report.		
This year a number of minor repairs are required see quote for skatepark repairs, £1,785.00 plus VAT, Appendix B of this report.		
Financial impact: Quotes over budget		
Skatepark painting £8,189		
Repairs £806		
Budget Code: Jubilee Field		
Additional information		

Clerks Report August 2026				
Green on track	Amber needs chasing	Red urgent work required	Completed	
Page no	Action	Responsible	Update	Status
2081/7.1 2374/10.1 2382/10.1	S106 funding for Railway Station	Cllr Wakeford	Council amendments and feedback sent to NR / SER – developing scheme for 2026. Cllr Wakeford got update 4.2.26 NR / SER going out to tender Feb 2026 Procurement 4 months, appointment due summer 2026	On track
2108/6.3	Progress Cranbrook Road survey for pelican pedestrian crossing, footpath / bus stop improvements and 30mph signage / area	Cllr Sharp	Chased again 28.1.2026 and 27.2.26 New KCC officer appointed – Cllr Black chasing up. Awaiting follow up meeting. Chased up again on 2.07.26, further meeting being arranged	Needs chasing
2175/7	RSG consider crossing signage near Church	RSG	Chased children's crossing sign 28.01.2026. and 27.2.26 KCC, not enough evidence of older elderly people crossing sign. Cllr Black chasing up	Needs chasing
2199/5 2265/6.5 2330/6 2388/6.2	Need to clarify Girl Guides lease at Jubilee Field Working through with Cllr Hotson Agreed variations to lease and fees plus Annual Licence and fee	JFWG	Council agreed lease details sent to Girl Guides awaiting legal completion. Council agreed annual licence details, solicitor sending to final draft for approval and sent to Girl Guides solicitor Signed off and sent	On track
2283/10.1 2305/6.2	Sport and Recreation Management contract for Jubilee	Council	Site visits held, meetings with references and tender	On track

2466/6.2	Field, if 3G Multi-Sport pitch built		submissions received 5 th December 2025. Council appointed Swale Community Leisure – meeting on lease and contract taken place Draft Licence sent to solicitors Working with solicitors to finalise Sport and Recreation Management Contract.	
2487/4.5				
2279/4.6b	Parade Disabled Toilet	SCEnic	KCC own the building – contacted new legal contact – now have code. Chased again 12.6.26	Needs chasing
2312/6.6	New Surrenden Field Pavilion project	RFO / Cllr Sharp	Positive pre-application meeting with MBC Public consultation in early 2026 positive. Agree to appoint Hanson Seek CCTV quotes	On track
2497/6.5				
2333/7.7 2359/PF 2421/6.6	Draft Staplehurst Neighbourhood Plan Review	All	Council approved "final version," sent to MBC. MBC to lead on Regulation 16 consultation –Closes 23 rd August 2026 " Made" or adopted – projected spring 2027	On track
2427/4.4	a) Annual Donation £17,500	RFO	Liaise with Church, initial payment £14,649.27 made 24.6.26	On track
2488/5a	b) Addition cost £1,767			
2454/6.3	ASB Wimpey Field	Clerk	Liaise with MVCP, residents and Police	Needs Chasing Up
2455/6.5	Summer Playscheme	Clerk	Playscheme dates as 27 th July – 14 th August 2026 To retain the Playscheme fees at £7 for prebooked and £10 booked on the day the Medway Valley Countryside	On track

			Partnership – 27 th May 2026 (half term) and Bio Blitz 12 th August 2026 MVCP Volunteer days at Wimpey Field – 15 th August, 15 th September 17 th November 10 th December 2026 and a fifth day in January 2027 to be confirmed.	
2458	Police cameras at Traffic lights	RSG / Cllr Black	Cllr Black to lead project using s106 funding	Needs chasing up
2458	Replacement of Village Entrance sign on A229 from Cranbrook	RSG / Cllr Black	Cllr Black to lead project – seeking insurance funding to cover costs	Needs chasing up
2465/5	Allotment plot 3	Cllr Pett	Site visit - feel the best bet is to drain on into neighbouring pond – Still chasing local Residents Association	On track
2465/5	Bell Lane hedge	Clerk	Submitted TPO request and seeking Hedge Protection Notice	On track
2468/6.4	Purchase extra Christmas lights	Clerk	Approved, note concerns about additional lights	On track
2468/6.6a	Main pitch drainage specification	Clerk	Approved	Defer until Jan 2027, work May 2027
2472/6.2	Only 1 quote – defer obtain quotes in early 2027 for works in May 2027			
2476/17.2	ATC survey specification	Clerk	Approved, taking place September 2026. Option of additional site other side of Hawkenbury Bridge – HPC to cover cost.	On track September 2026
2476/17.1	Council street light assessment	Clerk	Approved, seeking quotes	On track
2484/Cllr Perry	Review GTSP sites	NDP review Group	Clerk contacted MBC planning for up to date	On track

			list. Circulated MBC list 27.7.26	
2487/4.5	3G pitch Sports and Recreation Management contract - solicitor	Clerk / Chairman	Harper James - £7,895 plus VAT	On track
2487/4.6	Electric contracts for Bell Lane Public Toilets, Surrenden Field Pavilion and Parish Office	Clerk	2 year term – Smartest Energy starts 15 th August 2026	On track
2488/6.3	Parish Councillor Allowances	Clerk	Clerk emailed “elected Cllrs” 2.7.26 See report to August Council meeting	On track
2489/8	Ongoing water leaks – Kin Coffee, side alley near Butchers	Cllr Alesi	Cllr Alesi to report back from meeting with SEW	On track
2490/10.1	Hawkenbury Bridge	Cllr Wakeford	Further meeting with KCC Highways – see report	On track
2491/PF	Scouts request access to Scout Hut	Clerk	Draft letter to give access to Scouts from Nicholson Walk.	
2491/PF	ASB Longstrakes	Cllr Wakeford	New bollard to be installed.	On track
2496/5	Skate Jam / Community scheme	Cllr Sharp	Liaising with SCL and skatepark company	On track
2497/6.3	Pilot Hands on Chest at Surrenden Field	Cllr Alesi	Liaising with KSS	On track
2461/5b	Complaint to MBC regarding delay in planning	Clerk	See MBC response received	Discuss

5.

Dear Mr Griffiths,

RE: Stage 1 Complaint Number: COM/0621

I refer to your recent complaint regarding the determination of application 24/502740/FULL and 25/505223/SUB at Jubilee Sports Ground, Headcorn Road, Staplehurst, Tonbridge, Kent, TN12 0DS. This has been treated as a Stage 1 complaint in accordance with the Council's policy regarding such matters and I am replying to your concerns as the officer responsible for the relevant Planning Services team.

I have investigated your complaint and reached the decision not to uphold your complaint for the reasons set out below.

Your complaint is set out below :

Staplehurst Parish Council is extremely frustrated about the way we have been treated regarding the above planning application, which is a strategic project benefiting our community but also Maidstone Borough as a whole.

The service we received was not just disappointing, but we also feel negligent. We consistently chased MBC planning department as did our Maidstone Borough Councillors, but were left waiting, ignored, and given no meaningful support. The delays directly caused an increase in cost for the Parish Council, our residents and Maidstone Borough residents.

We believe that Maidstone Borough Council planning department has been negligent and shown a lack of respect for its customers. The planning application was submitted 2nd July 2024, delayed in being determined until 20th October 2025 and then the discharge of planning conditions was delayed again from the 16th February 2026 to the 27th March 2026.

For the sake of transparency, the last delay in discharging the planning conditions directly led to an increase in the construction costs for the project of £19,267.13.

This is basic planning work, neither we nor others, should have to chase basic information or fight to get the service delivered.

Under the Planning and Compensation Act 1991, Staplehurst Parish Council is entitled to seek compensation due to specific financial losses caused by the negligence of service provided by Maidstone Borough Council planning department.

Staplehurst Parish Council expects a full explanation, a proper apology and compensation of £19,267.13.

Response

The below sets out a summary of the time-line for the planning application 24/502740/FULL :

- 15th July 2024: Planning application was valid and consultation carried out.
- October 2024: Further consultation carried out (case officer became aware that consultees had been missed)
- 18 December 2024: Consultation responses identified matters which needed addressing in terms of Ecology and Highways. You were given the opportunity to address such matters on where the case officer met with you to run through the application and outstanding matters from consultation responses.
- 3 March 2025: Additional information was submitted in relation to the Highways and Ecology matters on and this was reconsulted upon.
- 15 April 2026 and 21 May 2025 : KCC Highways and Ecology comments received (respectively). The Ecology comments response was delayed by an additional 6 weeks which was outside the control of the LPA.
- 16 July 2025: As the Highways and Ecology matters were now resolved and the LPA was moving towards approving the application, it was identified and advised that a legal agreement would be required to secure a monitoring fee for Biodiversity Net Gain (BNG). I highlight that the legal requirement for BNG would have been unknown in the early days of the submission as BNG was relatively new and the Council was understanding the practicalities involved in securing such matters and the potential decision on the application was not known at that stage.
- 7 August 2025: A Unilateral Undertaking (UU) was prepared by your solicitor and shared with the Council on
- 27 August: It was understood that approval was sought from the Parish Council's own committee to approve the final legal agreement for the monitoring fee and this was confirmed to the LPA.
- 27 August 2025: The case officer spotted some errors on the drawings and agreed an amended description of development. This is because some drawings were not amended to align with earlier amendments from when the overspill parking was amended.
- 2 September 2025: The amended drawings were provided.
- 5 September 2025: A full list of conditions was shared with yourself by the case officer on to allow you the opportunity to comment and feedback.

- 20 October 2025: Decision was issued, this was the same day as the Council's solicitor confirmed the Decision could be issued following legal review of the UU and it being advertised on the Council's web-site.

It is appreciated that the determination of the planning application took longer than the target 8 weeks, however had a decision been made on the original submission this is likely to have led to a refusal of the application. In this case the LPA worked pro-actively with yourself to secure additional information and amendments to secure a positive decision. There may have been the opportunity for more timely action by the case officer at points in the process and consultations were missed when the application was made valid and for this I would apologise. Delays in consultee response rates was also out of the LPA's control. Ecological and highways matters raised would have been unknown at the outset and BNG was relatively new and the LPA were grappling with how to effectively secure the necessary requirements.

You did have the right to submit an appeal against non-determination at any point 8-weeks after the application being made valid if timescales were critical.

The submission of details under 25/505223/SUB was valid from 22nd December 2025, with a target date for determination of 16th February 2026. There was a 6 week delay in determination with the decision issued on 27th March 2026.

In the first instance the Christmas period led to delays as the offices were closed and the case officer was on annual leave for a period up to 5th January 2026. This would have been a similar situation for consultees and therefore there was an unavoidable delay given when the submission was received. Thus losing 2 weeks of an 8 week target period. The LPA was also generally experiencing delays in comments from KCC Ecology, whose comments were key to the decision making in this case. In this case said comments were not received until 16th March 2026, despite the case officer chasing. Opportunity to address KCC ecology comments was given on 24th March 2026.

Unfortunately due to case officer caseload and other commitments it was not picked up until February that Kent Police and KCC Drainage had not been consulted. While the officer was aware of your discussions with Sport England, formal consultation was requested on 9 March where the officer sought an expedited reply which was received on 17 March. These consultee comments were needed given who requested the conditions and determination could not be made without consultation.

The case officer was advised by yourself of an ultimate deadline for determination or funding would be lost. The case officer thereafter worked in knowledge of this date and said date was met with the decision issued on 27th March 2026. This included seeking last minute comments and additional information and changes pursuant to ecology and Sports England requests.

The Government seeks to address timely decision making with regard to condition discharge applications by enabling applicants after a 6 week period from a valid submission to serve a deemed discharge notice. This then means the LPA has to make a decision on the submission within 2 weeks of receiving the notice. This could have been instigated if timescales were critical.

Whilst the Council acknowledges the delays and your dissatisfaction, it does not accept that this amounts to negligence in law or that the Council is liable for consequential costs arising from the timing of the planning decisions. The planning service has operated within a context of significant workload pressures and resource constraints, and the determination of planning applications and related submissions unfortunately generally take longer than statutory targets. You were given the opportunity to address consultee comments and matters during the course of both applications.

If you are dissatisfied with the handling of your complaint please outline your concerns to complaintsandfoi@maidstone.gov.uk and the Information Governance team will undertake a review of your complaint according to the second stage of the Council's complaints procedure.

Yours sincerely

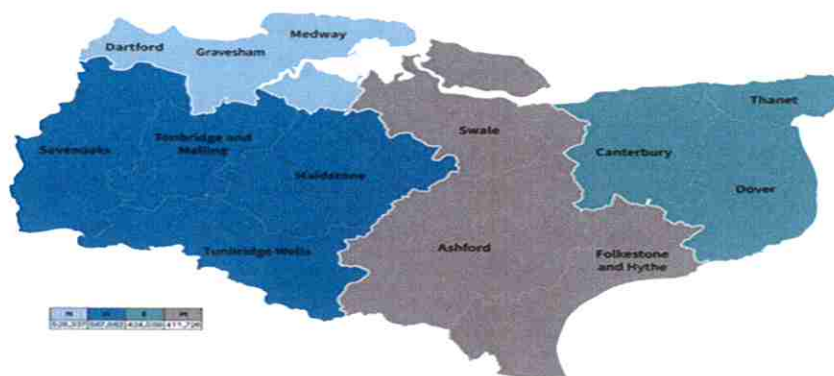
Major Planning Application Manager

STAPLEHURST PARISH COUNCIL

Item / Title	6.1	Local Government Review
Council, Committee, Working Group		Council
Meeting Date, Time & Venue		3rd August 2026, South Hall
Report Author		Clerk
Purpose		To Note the Government Decision on Local Government Review.
Resolution		To i. Note the Government announcement ii. Employment, Finance and Strategy Group to consider and report back to Council.
Link to Strategic Action Plan		Administration - Sound policies, financial management and reporting
Background The Government has undertaken a review of local Authorities in Kent, and the Government has announced its decision on the future structure of local government in Kent and Medway, which will see all existing councils abolished and replaced by 4 unitary councils (Option 4B) from 1 April 2028.		
Detail Local Government Reorganisation The Government has confirmed that Maidstone will become part of a new West Kent unitary council alongside Sevenoaks, Tonbridge and Malling and Tunbridge Wells from April 2028. The decision forms part of the biggest change to local government in Kent for 50 years. The government is replacing Kent County Council, Medway Council and the 12 district, borough and county councils that currently deliver services in the county with four new unitary councils. Those councils will deliver the services in their area, much like Medway Council does today, including education, social services, highways, libraries, emptying bins, leisure centres and housing services. Following a government consultation, which attracted around 3,000 responses, the Secretary of State has opted for: - a unitary council covering the areas currently served by Dartford, Gravesham and Medway in the north - a unitary council covering the areas currently served by Sevenoaks, Tonbridge and Malling, Maidstone and Tunbridge Wells in the west		

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- a unitary council covering the areas currently served by Swale, Ashford and Folkestone and Hythe in the middle of Kent
- a unitary council covering the areas currently served by Canterbury, Thanet and Dover in the east



According to the Government -"Kent and Medway: 14 councils being reorganised into 4 unitaries. This will align councils with housing markets and local need, support the whole area's growth, and maintain locally responsive services while strengthening local voices through neighbourhood committees."

Key dates

Are understanding being that there will be elections for the new authority in May 2027, there will be a "shadow authority" from May 2027 – 1st April 2028.

From the 1st April 2028 Kent County Council, Maidstone Borough Council and the other existing authorities will cease to exist, and they will be replaced with the new Unitary Authority.

Impact on Staplehurst Parish Council

We have already done some initial scoping work on potential transfer of services and assets (Land / Buildings). This needs to be worked through in detail by the Employment, Finance and Strategy Group and report back to Council.

Financial impact: NA

Budget Code: NA

Additional information

Link to MBC [Kent and Medway to be served by four completely new councils from April 2028 - MBC News Website](#)

Link to KCC [Local Government Reorganisation and devolution - Kent County Council](#)

STAPLEHURST PARISH COUNCIL

Item / Title	6.3	Donations and Grants Policy
Council, Committee, Working Group		Council
Meeting Date, Time & Venue		3rd August 2026, South Hall
Report Author		RFO
Purpose		To consider an updated Donations and Grants policy
Resolution		To approve the recommendation of the Employment, Finance and Strategy group to agree the Donations and Grants policy set out in appendix A of this report.
Link to Strategic Action Plan		Administration
Background		
The Council has a rolling programme of reviewing policies.		
Detail		
The Employment, Finance and Strategy group considered merging the existing Donations Policy and Grants Policy.		
See proposed Donations and Grants Policy in Appendix A of this report.		
Financial impact: None		
Budget Code: s137 Grants		
Additional information		



STAPLEHURST PARISH COUNCIL

GRANTS & DONATIONS POLICY

DRAFT 08.07.26

1. Introduction

1.1 The Council regularly receives requests for financial support from a variety of organisations. The aim of this Policy is to encourage and support activities, services and projects which benefit the Parish of Staplehurst.

1.2 This Policy brings together the Council's previous Grants and Donations Policies into one policy.

1.3 The purpose of combining the policies is to provide a fair, transparent and consistent process for considering grants, donations and other discretionary financial contributions.

2. Section 137

2.1 The Local Government Act 1972, Section 137 empowers Parish Councils to make grants, donations or other discretionary contributions to third parties where the expenditure is in the interests of, and will bring direct benefit to, their area or any part of it, or all or some of its inhabitants.

2.2 Section 137 is a power of last resort and should only be used where no other specific statutory power is considered more appropriate. Not all grants, donations or contributions will therefore fall under Section 137.

2.3 The Council must keep a separate account of Section 137 expenditure in accordance with Section 137(4)(f) of the Local Government Act 1972.

2.4 The Section 137 expenditure is limited by The Ministry of Housing, Communities and Local Government. The amount changes annually and it is not within the power of the Parish Council to raise this limit. *(As of writing the expenditure limit for 2026/27 is £11.60 per elector. With 3715 electors in West Staplehurst and 1019 in East Staplehurst, the current CIL expenditure limit is £66,514.40. The figure is for information only, it is subject to change and does not form part of the policy).*

3. Definitions

3.1 A grant is an isolated payment to another organisation towards a specific project, activity, purchase, improvement or defined purpose. By this nature a grant is not to contribute towards any ongoing expenses.

3.2 A donation is a discretionary contribution towards an organisation, service or activity, including support towards normal operating costs where appropriate. An ongoing annual or regular donation may be made but this remains entirely at the discretion of the council.

4. Policy

4.1 All grants or donations made by the Council must directly benefit the Parish of Staplehurst or its residents.

4.2 The Council may support properly constituted voluntary, charitable, community or not-for-profit organisations. Organisations covering a wider area must show the specific benefit to Staplehurst residents or the Parish area.

4.3 The Council will not fund private individuals, political activities, retrospective applications, unlawful activity, or activities which do not provide a clear benefit to Staplehurst.

4.4 The Council will consider whether the expenditure is an effective use of public funds, whether the benefit is proportionate to the amount requested, whether sufficient budget is available, and whether the request is fair when compared with other applicants.

4.5 Funding is discretionary. Previous support does not guarantee future support and any regular donations or contributions must be reviewed annually as part of the Council's budget and precept-setting process.

4.6 Where support is requested for ongoing costs in the form of a donation, the applicant must fully explain the public benefit, the reason for the request and how future funding will be managed. The Council will require evidence that the costs are not able to be met by other reasonable means, the costs are reasonable in regard to fair market value by providing a minimum of 3 open market quotes for services where applicable.

4.7 The council will request any extra evidence and/or cost monitoring required on an individual basis where it deems appropriate for the consideration of funding towards ongoing costs. Applicants will be directly informed of any evidence and communication requirements above those listed in this policy.

5. Grant and Donation Applications

5.1 Applications shall be made via the Council's Grants and Donations Application Form to the Responsible Finance Officer, who shall check whether the application meets the Policy criteria and whether Section 137 is the appropriate power.

5.2 Applications will be forwarded to the next appropriate meeting of the Employment, Finance and Strategy Group for consideration. The application will then be forwarded to Full Council with a recommendation for Council to make a decision where a minute will be taken of the Council's decision.

5.3 The Council will assess applications with particular reference to the number of residents likely to benefit, the nature of the benefit, the amount of funding requested, the applicant's own resources, any other funding available and any legal, financial, equality or audit considerations.

5.4 The Council will determine the amount of any successful application, using the figure stated by the applicant as a guide only. The Council may approve, refuse, defer or vary the amount requested.

5.5 Successful applicants shall provide details of whom payment should be made to and formally acknowledge receipt of the payment in writing.

6. Funding Limits and Budget

6.1 All awards must be affordable within the Council's agreed budget and within the statutory Section 137 limit for the relevant financial year where this power is used.

6.2 The Council may set a normal maximum award for routine applications. Any award above that level must be clearly justified, affordable within the budget and approved by Full Council.

6.3 Once the available budget has been spent, no further awards will normally be made until the next financial year.

7. Conditions

7.1 The grant, donation or contribution shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.

7.2 The Council may apply specific conditions as it deems necessary depending upon the nature of the award.

7.3 The Council may require applicants to provide written feedback explaining how the funding has benefited their group, organisation or the Parish, or to attend the Annual Parish Meeting to help promote the Council's grants and donations scheme.

7.4 The Council reserves the right to request repayment of any award where an applicant does not comply with these conditions.

8. Conflicts of Interests

8.1 Where a councillor or officer of the council is associated with an application for funding, that individual must declare an interest in the matter and the relevant Council Standing Orders and Code of Conduct sections will be adhered to.

9. Records and Audit

9.1 The Council will keep proper records of applications, decisions, payments, conditions and the legal power used.

9.2 Section 137 expenditure will be recorded separately in accordance with legal and accounting requirements and may be reviewed by the Internal or External Auditor.

10. Adoption

This Policy supersedes previous Section 137 Grant and Donation policies and was adopted by the Council on:

Date.....Minute Number.....

STAPLEHURST PARISH COUNCIL

Item Title	6.4	Communications Group – Residential member
Council, Committee, Working Group	Council	
Meeting Date, Time & Venue	3rd August 2026	
Report Author	Cllr Melville	
Purpose	To request the Council to approve a resident to join the Communications Group	
Resolution	To approve the Communications Group recommendation and agree to John Tarry joining the Communications Group	
Link to Strategic Action Plan	Administration	
Background: The Communications Group is a working group of the Council, and a resident can join but needs Council approval.		
Detail: At the Communications Group are requesting that John Tarry a local resident of Staplehurst joins the Communications Group as a resident member.		
Financial implications: NA		
Budget Code: NA		
Additional information: NA		



STAPLEHURST PARISH COUNCIL

PLANNING COMMITTEE

20TH JULY 2026

MINUTES

PUBLIC FORUM –

No members of the public attended.

APOLOGIES: Cllrs Arger, Hotson & Farragher.

Cllrs present: Cllrs Ash (Committee Chair), Sharp, Pett, Wakeford, McLaughlin and the RFO/Deputy Clerk.

APPROVAL OF PLANNING COMMITTEE MINUTES: Minute Pages 1865p – 1868p of 29th June 2026 available at: <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/planning-committee/>

It was proposed by Cllr Sharp and seconded by Cllr Pett to accept and adopt the minutes of the prior meeting as an accurate reflection of the meeting – 4 for, 0 against, 1 abstained. Duly signed by the chairman.

COUNCILLOR DECLARATIONS regarding items on the Agenda: -

1. Declarations of Lobbying – None declared.
2. Declarations of Changes to the Register of Interests – None declared.
3. Declarations of Interest in Items on the Agenda. – None declared.
4. Requests for Dispensation – None requested.

CLERK'S PLANNING REPORT:

FULL PLANNING APPLICATIONS: (for comment/recommendation)

26/502419/FULL 31 Reeves Close Staplehurst Kent TN12 0NN
Erection of a single storey side extension.

It was proposed by Cllr Sharp and seconded by Cllr Pett to approve application 26/502419/FULL. – Agreed unanimously.

Signed by Chairman.....Date.....

SUBMISSION OF DETAILS: (for noting)

26/502568/SUB Jubilee Sports Ground, Headcorn Road Staplehurst Kent TN12 0DS
 Submission of details pursuant to condition 7-(Community Use Agreement), 11 -(Parking Management Plan) subject to 24/502740/FULL.

Noted.

Lawful Development Certificates - NA**Tree Preservation Orders- NA****DECISIONS:** (for noting)

25/504006/FULL Iden Manor Nursing Home Cranbrook Road Staplehurst Kent TN12 0ER
 Demolition of existing shed and erection of single storey detached building, to provide temporary on-site staff living accommodation comprising 6no. bedrooms with communal facilities, for a period of 5 years.

Decision: MBC Refused, SPC recommended refusal

Noted

26/501715/SUB Iden Crescent Staplehurst Kent TN12 0NU
 Submission of details pursuant to condition 4 - Enhancement of Ecology, Subject to 25/505117/FULL|52
 Iden Crescent Staplehurst Kent TN12 0NU

MBC Decision – approved subject to conditions

Noted

26/502303/TCA 16 The Quarter Cranbrook Road Staplehurst Kent TN12 0EP
 Conservation area notification to remove one Willow.

MBC Decision – approved subject to conditions, SPC no comments

Noted

Meeting closed at 19:59

Signed by Chairman.....Date.....

EMPLOYMENT, FINANCE & STRATEGY GROUP MEETING

Meeting 16th July 2026

10:00am Parish Offices

Minutes

- 1) **Present:** Cllrs Sharp, Ash, Alesi, Hotson, Perry & Arger (remote via Teams) along with the RFO/Deputy Clerk.
- 2) **Apologies for Absence:** Cllrs Riordan & Martin
- 3) **Dispensations:** None Requested
- 4) **Minutes of last meeting** – Cllr Sharp proposed and Cllr Perry seconded that the minutes of the last meeting dated 18th June 2026 were an accurate reflection of the meeting. Resolved with a majority vote: 5 for, 0 against, 1 abstained.
- 5) **Action Plan** – the action plan was discussed. No formal decisions made.

A verbal update was given by Cllr Ash on the status of the Lloyds banking error that is still impacting the RFO's ability to make payments. The issue is still being worked on diligently by Cllr Ash but resolution remains frustratingly slow due to Lloyds Banking Group's inability to solve the problem promptly. The RFO remains in a state of not processing any payments, this falls to the Clerk until the issue is resolved in order to ensure compliance with internal policy and financial procedures.

The RFO gave an update on the status of setting up Scribe. The RFO feels her work is ~50% complete in regards to the initial set up, with the reconciliation of Q1 complete along with a coding check complete on Q1 data and much of the initial set up work now having been done, the system is currently functioning well as a bookkeeping platform. However, the RFO shared concerns regarding the remaining work not having been completed with the following outstanding;

- Minute number data not yet input
- Invoice evidence still to be scanned & uploaded for some month 1 & 2 payments.
- Budget data not yet complete (inc. phasing)
- EMR data not yet entered with EMR spending not yet assigned.
- Asset register data not yet entered
- Q1 Budget Analysis still to take place (once budget work above has been completed)

RFO is keen to have a small group of Cllrs be given access to Scribe as soon as possible on the understanding that the Scribe data is still not complete.

6) RFO update

- a) Draft s137 Policy – Now named the Grants & Donations Policy, covering s.137 as part of it's content. It was proposed by Cllr Sharp and seconded by Cllr Alesi that the policy be recommended for formal adoption to full council. Resolved with a majority vote: 6 for, 0 against, 0 abstained.

Action: RFO to ensure the online application form is up to date in regards to matching the wording of the policy. Also that the form includes the policy on the same page as the application form with a statement ensuring applicants read the full policy document before filling out the

form. Applicants will need to agree to the policy as it forms the terms and conditions they will be bound by.

b) Virtual Phone bill /SEHT – verbal

A discussion took place improving clarity surrounding the responsibility of payment of this bill.

Action: RFO to have the itemisation on this bill changed to reflect that the service is provided to the council, not to SEHT. Bill itemisation to be changed to “Council Emergency Support Line”.

c) Minor budget virement – RFO spoke regarding minor changes to the councils bookkeeping coding structure along with some larger changes that allow the council to monitor costs in more detail through the addition of more codes. A written report was provided. It was proposed by Cllr Sharp and seconded by Cllr Perry that it be recommended to full council to vire budget amounts as per the report below:

18	Council Administration & Support		33,587.30	Q1 Spend	
19	Courses & Training	2,000.00			2,000.00
20	Hire of Halls 36 meetings incl. APM & Xmas Social	2,000.00			2,000.00
21	Insurance	3,800.00			3,800.00
22	Running Costs				
23	Sundry Items	3,292.00			1,000.00
24	Office Rent	6,500.00			6,500.00
25	Council Tax	1,347.30			1,347.30
26	Electricity	1,648.00			1,648.00
27	Waste Collection			225.92	1000.00
28	Stationery	500.00			500.00
29	Colour & Mono Printing			80.85	330.00
30	Postage	60.00			60.00
31	Administration Equipment Hire (laptops, printer)	2,850.00			2850.00
32	Bank Charges	90.00			90.00
33	Computer Support - Hosted Exchange	5,000.00		462.00	1848.00
34	New Office Equipment & Repairs	1,200.00			1200.00
35	Professional Subscriptions	3,300.00		200	1000.00
36	Software Licences & Cloud Subscriptions			3053.41	1816.36
37	Office Phone & Broadband			£285.18	1150.00
38	Staff Travel, Mileage & Subsistence				100
39	Outsourced Administration (Payroll & HR, H&S)			721.91	3247.64
40	Cllr Travel, Mileage & Subsistence				100

Highlighted yellow cells (columns 1 & 2) are additional codes added to the administration cost centre to enable more detail for spending analysis. Column 2 contains the prior agreed budget for this year, column 4 is the actual spend against this code in Q1 2026/27 with the final column highlighting recommended changes to go to full council for approval.

It was noted that this does not change the budget overall, simply adds more detail to cost analysis. It was also noted that the council will be vastly over it's budget for Software Licences & Cloud Subscriptions by the end of the year given the Q1 costs already assigned to this code.

Action: RFO to provide a copy of the 'sundry' cost code expenses to EFS Working Group members.

7) Support for Staplehurst Community Planning Group

A discussion on support for planning group took place.

Deferred indefinitely. It was felt that in the absence of a formal request for support (containing a full budget based on sound research of costs), there is no discussion that needs to take place at this time.

Other Business Raised – (no formal decisions made)

Cllr Hotson raised questions regarding the timing of the management company taking over management of the 3G pitch once building is complete. Cllr Sharp explained this is being discussed with the parties involved and via solicitors so is as yet unknown.

The question of the responsibility for insuring the 3G pitch once it is complete was also raised. The RFO explained that a quote has been requested to cover the pitch within the council parish policy. It was felt that perhaps insuring the 3G pitch will be covered by the management company as part of the formal agreement with them.

Action: Clerk to liaise with the management company and solicitors and/or check the management agreement for clauses relating to the responsibility of insurance and report back to the council with the outcome.

Cllr Sharp raised the matter of sending a letter to the Scout Group clarifying the permission given by SPC to use our land as access to the Scout Building.

Action: Clerk to add the matter onto the next Full Council agenda for discussion.

Cllr Sharp also raised that there have been two informal funding requests. Both parties are to be advised to make a formal application for Grant/Donation funding via official processes.

Action: Cllr Sharp to advise parties.

8) HR GROUP

The RFO left the meeting for the purpose of confidentiality.

9) Next Meeting 13th Aug 2026

Communications Group

DRAFT MEETING MINUTES

Date Friday 24 July 2026
Time 7:30pm
Venue Parish Office

Attendance

Present	Apologies
Cllr Melville (JM) - Chair	Cllr Arger (MAr)
Cllr Sharp (AS)	
Cllr Alesi (MA)	
John Tarry - Resident	

1. Apologies for absence

Apologies were received from Cllr Arger (MAr).

2. Minutes of the previous meeting

The minutes of the Communications Group meeting held on 3 June 2026 were approved as a true record.

3. Matters arising

There were no matters arising that were not covered elsewhere on the agenda.

4. Website upgrade

The Group reviewed the website provider comparison document and agreed to shortlist all four suppliers that had responded.

Members agreed that the design process must be clearly included within the project scope, as design work could otherwise result in significant additional costs. The new website should have a strong focus on its overall look and feel, while also promoting Staplehurst as a great place to live.

It was agreed that all four shortlisted suppliers would be invited to give a demonstration. Each supplier would receive the same brief so that their proposals could be compared fairly.

Following the demonstrations, a refined specification would be prepared for agreement by the Communications Group. A recommendation would then be presented to Full Council for approval at its meeting on 24 August 2026.

The aim would be to complete the project in time for the 2027/28 financial year.

ACTION: Invite all four shortlisted suppliers to demonstrate against the same brief and arrange the demonstration meetings. *Owner: Communications Group / Parish Office*

ACTION: Prepare and agree a refined website specification following the supplier demonstrations. *Owner: Communications Group*

ACTION: Prepare the website recommendation for the Full Council meeting on 24 August 2026. *Owner: JM / Clerk*

5. Village Update and Annual Report

The Group noted that the most recent publication had been the Annual Report, which included the Council's financial information.

It was agreed to continue with quarterly publications in the existing format, comprising three editions of the Village Update and one Annual Report each year.

The date of the 2027 Annual Parish Meeting would be confirmed and advertised in the December 2026 edition of the Village Update.

ACTION: Confirm the date of the 2027 Annual Parish Meeting and include advance publicity in the December 2026 Village Update. *Owner: Parish Office / Communications Group*

6. Social media and digital communications

The Group noted the recent social media training course. Only three councillors had attended the live session, and it was not known how many had subsequently watched the recording.

Members noted that the Council has its own Facebook and Instagram pages, which are to be controlled and managed by Council staff. A discussion took place about the most effective way for councillors to prepare and submit content for staff to upload.

The Group welcomed the clear improvement in both the quality and quantity of recent Facebook content and commended Jean for her work.

Members agreed that promotional videos were a good idea and that the content produced so far worked well. However, the audio quality needed improvement. It was suggested that future recordings could be made outside the meeting room or before meetings begin, where background noise could be better controlled.

Adele had been creating short reels for Facebook. The most recent reel, featuring the postbox toppers, had received 24 likes and approximately 2,200 views.

It was agreed to investigate a simpler method for sending completed reels to staff, reducing the amount of additional work required before they could be uploaded.

ACTION: Redistribute the social media training recording to all councillors and request confirmation once they have watched it. *Owner: Parish Office*

ACTION: Investigate a simple way for completed reels and other social media content to be transferred to staff for posting. *Owner: Communications Group / Parish Office*

7. Marketing and advertising strategy

The Group agreed that further information and collaboration from the Clerk would be required before a formal marketing and advertising strategy could be developed.

Members agreed that the strategy should clearly identify the messages the Council wishes to communicate, including important notices, events and useful local information.

It was suggested that the overall focus should be on promoting Staplehurst as a great place to live.

ACTION: Develop the scope and key messages for a marketing and advertising strategy, with an emphasis on promoting Staplehurst. *Owner: Clerk / Communications Group*

8. Annual Parish Meeting review

The Group noted that the 2026 Annual Parish Meeting had been well attended and had received support from representatives of surrounding parish councils.

The sponsorship provided by Balfour Winery, Homeleigh Timber and Radfords Estate Agents had been well received. The Group recorded its thanks and appreciation to the sponsors for their support.

Members discussed the future organisation and promotion of Annual Parish Meetings. It was agreed that responsibility for managing the project should transfer to the Communications Group. The considerable work undertaken by the current organisers was acknowledged, and their continued involvement and assistance would still be requested.

The Chair of SCENIC agreed that SCENIC would relinquish responsibility for the event and hand it over to the Communications Group.

Members also discussed holding a raffle at the 2027 meeting. Consideration would need to be given to how digital and physical tickets could be sold and the payment methods available. Prizes could be sponsored by local businesses and might include meals, treatments, experiences and other locally provided services.

ACTION: Speak to the Responsible Financial Officer about the Council acquiring a card-payment facility.

Owner: JM

ACTION: Investigate suitable arrangements for selling and managing digital and physical raffle tickets. *Owner: JM*

ACTION: Lead the organisation and promotion of future Annual Parish Meetings, working with the current organisers where appropriate. *Owner: Communications Group*

9. Any other business

Automatic note-taking trial

JM suggested that the Group trial an automatic note-taking system to support the preparation of more detailed and accurate meeting minutes.

The Group agreed to trial the system at future Communications Group meetings. The resulting minute format would then be circulated to other councillors to obtain their views.

If the trial proved successful, consideration could be given to extending the system to other working groups and potentially to Full Council meetings. The aim would be to reduce the administrative workload on staff while providing readers with a clearer and more accurate record of discussions and decisions.

It was agreed that the intention was not to produce verbatim transcripts, but to provide more detailed summaries of meetings.

ACTION: Trial automatic note-taking at future meetings and circulate the resulting minute format to other councillors for feedback. *Owner: Communications Group*

Communications Group membership

The Group discussed adding John Tarry to the Communications Group. It was agreed that this would require approval by Full Council and that the proposal would be submitted to the next Full Council meeting.

ACTION: Submit the proposal to add John Tarry to the Communications Group to the next Full Council meeting. *Owner: JM / Clerk*

10. Date, time and venue of the next meeting

The next Communications Group meeting was provisionally arranged for Thursday 13 August 2026 at 7:30pm in the Parish Office.

The meeting would proceed only if demonstrations had been held with all four shortlisted website suppliers. If this had not been completed, the meeting would be deferred to a later date.

Action summary

Ref	Owner	Action	Due
	Comms Group / Parish Office	Invite all four shortlisted suppliers to demonstrate against the same brief.	Before 13 Aug 2026
	Comms Group	Prepare and agree the refined website specification.	Before 24 Aug 2026
	JM / Clerk	Prepare the website recommendation for Full Council.	24 Aug 2026
	Parish Office / Comms Group	Confirm the 2027 APM date and advertise it in the December Village Update.	December 2026 edition
	Parish Office	Redistribute the social media training recording and request viewing confirmation from councillors.	As soon as practical
	Comms Group / Parish Office	Simplify the transfer of completed reels and content to staff.	Ongoing
	Clerk / Comms Group	Develop the scope and messages for the marketing strategy.	Ongoing
	JM	Discuss a Council card-payment facility with the Responsible Financial Officer.	Before raffle arrangements are finalised
	JM	Investigate digital and physical raffle ticket sales and management.	For the 2027 APM
0	Comms Group	Lead future APM organisation and promotion with current organisers.	For the 2027 APM
1	Comms Group	Trial automatic note-taking and circulate the minute format for feedback.	Future Comms meetings
2	JM / Clerk	Submit John Tarry's proposed Group membership to Full Council.	Next Full Council meeting

These minutes are a draft record and remain subject to approval at the next meeting.