



STAPLEHURST PARISH COUNCIL COUNCIL MEETING 9TH MARCH 2026 MINUTES

Public Forum

A resident raised concerns about general ASB at Wimpey Field – Local Nature Reserve.

Kent County Councillor report – (Standing item) – Cllr Black absent

Maidstone Borough Councillor’s Report (Standing Item):

Cllr Perry – raised a number of points.

- Surgery raised points about hedges on Church Hill cascading over the pavement. GT sites and Hawkenbury Bridge issue.
- Most people aware of Croudace development north of Staplehurst – Cllr Perry to invite Parish Council representatives if a pre-application meeting is arranged with MBC.
- (Agreed Clerk to invite Croudace to next Council meeting 30th March 2026 to do a presentation before the Council meeting starts.)
- MBC budget 2026/27 some amendments turned down such as; move to digital papers to save cost and request for Leeds / Langley relief road.

Cllr Riordan – working with MBC regarding Tree issue at Butchers Close, EV charging points in the village and School parking initiative.

Cllr Surgery Saturday 28th March 2026, 10am – 12noon at Staplehurst Library

Parish Councillor Martin to attend.

Present: Cllrs Sharp, Martin, Melville, Perry, Riordan, Farragher, Mclaughlin, Alesi, Ash, Pett, Castro and Clerk

1. **APOLOGIES:** Cllrs Arger, Wakeford, Hotson, and Rhodes
2. **COUNCILLOR DECLARATIONS regarding items on the Agenda:**
 - 2.1. Declarations of Lobbying - NA
 - 2.2. Changes to the Register of Interests - NA
 - 2.3. Interests in Items on the Agenda – Cllr Perry item 6.3
 - 2.4. Requests for Dispensation – Cllr Pett proposed, and Cllr Martin seconded to allow Cllr Perry to speak and vote on item 6.3 – agreed unanimously.

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

3. **APPROVAL OF FULL COUNCIL MINUTES**

Pages 2443 –2450 16th February 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 Pett proposed, and Cllr Perry Seconded to approve the minutes of 16th February 2026 agreed unanimously. Duly 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.**

Staplehurst Parish Council		
Payment list 9th February - 28th February 2026		
Date	Details	Payment
27/02/2026	British Gas electric Parish Office Feb 26	£ 251.31
27/02/2026	British Gas electricity SF pavilion Jan 2026	£ 5.79
27/02/2026	National Allotments Society subscription	£ 84.00
27/02/2026	Furniture at Work – cabinets	£ 302.40
27/02/2026	BG electricity charge Feb 26 JF pumping station	£ 22.44
27/02/2026	Adobe - Feb26	£ 19.97
27/02/2026	Business stream - JF Pavilion Nov 25 - Feb 26 water	£ 117.73
27/02/2026	Caretaker boots	£ 48.29
25/02/2026	Staff salary	£ 4,422.53
24/02/2026	Refreshments	£ 14.20
19/02/2026	Streetlight repairs - Clapper Lane	£ 450.00
17/02/2026	Lloyds bank charge Feb 2026	£ 8.50
17/02/2026	Ben Gutters clean gutters	£ 220.00
16/02/2026	Bus stream Bell Lane Feb 2026	£ 70.13
16/02/2026	BT Telephone / broadband Feb 26	£ 108.62
16/02/2026	Npower	£ 61.08
16/02/2026	Countrystyle waste - Feb 26	£ 101.82
16/02/2026	Legal letter Kingsford	£ 3.45
16/02/2026	Pride roofing Kent	£ 1,476.00
16/02/2026	P and F Cleaning 13.2.26	£ 1,010.00
16/02/2026	Peninsula IPT	£ 12.66
16/02/2026	Peninsula	£ 288.76
16/02/2026	Telecoms up to 12.2.26 – SEHT	£ 53.64
13/02/2026	BG electricity charge JF pavilion Feb. 26	£ 184.06
12/02/2026	NALC funding training	£ 42.00
12/02/2026	CCTV new recorder link to laptops	£ 120.00
12/02/2026	Refreshments	£ 8.35
12/02/2026	Postage for village update Feb	£ 139.20
12/02/2026	Postage for Village update Feb	£ 139.20
10/02/2026	Poz Energy Jan 26 Youth Club Electric	£ 239.96
09/02/2026	Fire proof filing cabinet	£ 1,778.40
09/02/2026	Caretaker gloves	£ 3.31
09/02/2026	Castle water Jan 26	£ 11.37
09/02/2026	Heliocentrix January 2026	£ 138.60
09/02/2026	Sage training 3 sessions	£ 900.00
09/02/2026	Choice support - Jan 2026	£ 519.00

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

	Total	£ 13,376.77
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Balance sheet and summation not present due to proximity of Year End.
Purchased stamps in advance for Annual Report

4.2 s137 Grant application report

Following a debate Cllr Farragher proposed and Cllr Pett seconded to recommend the resolution below; agreed unanimously.

Resolution: To approve the Employment, Finance and Strategy recommendation of offer Baby Umbrella a s137 grant of £500
Budget code – Grants and Donations

4.3 Contracts report.

Following a debate Cllr Martin proposed and Cllr Mclaughlin seconded to recommend the resolution below; agreed unanimously.

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

Company	Contract Item	Site/Location	Annual cost
Eco-san Ltd	Sani-bin maintenance	Bell Lane Toilets	£127.46
Idea Business Services	Internal Audit	Parish Office	£400.00
Staplehurst Community Centre Trust	Lease of Parish Office (Rooms 1, 2, 3 & 8)	Staplehurst Village Centre	£4,200.00
Playsafety Ltd	Play Equipment	Surrenden & Jubilee Skate Park	SF Play & Gym Equip £230.40, JF Skatepark £93.60
Sevenoaks District Council	Premises Licence	Surrenden Playing Field	£70.00
Business Stream	Waste Water JF Pavilion	Jubilee Field - Pavilion	Est. £477.29
Business Stream	Waste Water Youth Club	Youth Club Building	Est. £318.24
Castle Water	Potable Water	Jubilee Field Pavilion	Est. £433.25
Playplace Ltd	Playscheme	Staplehurst Primary School	Approx £2,000.00 Variable
Simply Print Partners	Village Update & Annual Report	Parish Office	£3,602.85

Budget code various

Note Cllr Riordan is the DPS at Surrenden Field, often away not sure if should continue?

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

4.4 SMYFC request for a refund

Following a debate which highlighted the youth teams need to play their matches so need to hire other pitches rather than postpone and rearrange if Jubilee Field unavailable. Cllr Martin proposed, and Cllr Alesi seconded to recommend the resolution below; agreed unanimously.

To consider the SMYFC request for a refund for January 2026 and February 2026, totalling £1,240.52.

5 CLERKS REPORT ON OUTSTANDING MATTERS – attached.

The Clerk informed Council of the following

Under delegated authority 2448/4.6 carpet tiles – increase to £602 plus VAT due to having to remove existing tiles from the floor.

Bell Lane toilet repairs – JPBH call out / repairs total is £572.50 plus VAT.

Clerk raised the issue of Cllrs and Staff if they go to an event which includes children / vulnerable people.

1. Only go to visit the adult organising the event – never unaccompanied
2. Council can cover of DBS checks the cost ranges from £60 -£18.
3. Clerk to clarify if DBSs are transferrable?

6 PROPOSALS FOR DISCUSSION and DECISION -

6.1 Devolution – standing item verbal update.

Note the additional public consultation closes 26th March 2026

6.2 3G Multi Sport pitch verbal update

- a) Discharge of Planning Conditions has started, still chasing and appreciate Cllr Perry's strong support. Once the planning conditions are discharged the contractor will arrange formal site meeting with all partners on site and confirm start date.
- b) Seeking to arrange "Spade in the ground" photo opportunity looking at 11am Sunday 29th March 2026 – will confirm.
- c) Sport and Recreation management contract – second meeting taken place and third arranged with SCL – report to next Council meeting.

Council noted general frustration with MBC planning regarding discharge of planning conditions.

6.3 Wimpey Field ASB report

Following a debate which included;

- Motor bikes / ASB has been a long standing problem causing damage, environmental damage, danger to other users and ASB to neighbours.
- Recent spike in ASB
- Total of 6 entrances and not all edges of the site fenced / hedged, so putting up pinch barriers at entrances would not solve the problem.
- Option of a Bylaw – takes a long time and if obtained will require enforcement.
- Most of the issues fall under existing legislation – Police.

Decided to

- i. Liaise with MVCP
- ii. Investigate Bylaw and Signage
- iii. Letter to local residents, to emphasise the importance of reporting to Police.
- iv. Wimpey Field Litter pick
- v. Emphasise reporting of incidents to Police.

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

6.5 Summer Playscheme and MVCP report

Following a debate Cllr Pett proposed and Cllr Sharp seconded to amend the resolution to £7 prebooked and £10 book on the day. – Agreed 10 for, 1 against and 0 abstained.

Cllr Pett proposed, and Cllr Sharp recommended the resolution below; agreed majority 10 for, 1 against and 0 abstained.

Resolution: To consider

- i. the proposed playscheme dates as 27th July – 14th August 2026
- ii. To retain the Playscheme fees at £7 for prebooked and £10 booked on the day
- iii. the Medway Valley Countryside Partnership – 27th May 2026 (half term) and Bio Blitz 12th August 2026
Volunteer days at Wimpey Field – 15th August, 15th September 17th November 10th December 2026 and a fifth day in January 2027 to be confirmed.

6.6 Council Year End update

Note work progressing towards Year end 2025/26.

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

8 Chairman's Report

Has been busy with meetings on the Sport and Recreation Management contract, HR issues, and interviews for RFO.

8.1 Committee and working group minutes for noting.

- 8.1.1 Planning Committee minutes 23rd February 2026
- 8.1.2 Road Safety Group meeting to be confirmed.
- 8.1.3 Jubilee Field Working Group minutes 5th March 2026, to follow.
- 8.1.4 Employment, Finance and Strategy group meeting 19th February 2026
- 8.1.5 SCEnic minutes 18th February 2026
- 8.1.6 NDP Review Group next meeting to be arranged.
- 8.1.7 Communications Group meeting minutes 26th February 2026
- 8.1.8 3G Multi-Sport Working Group meeting to be confirmed.
- 8.1.9 Greener Staplehurst Group meeting minutes 23rd February 2026, to follow.

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

10 Confidential

10.1 HR Group Report

Following a debate since the report was published Peninsula has advised for a further meeting with the staff member, Cllr Martin proposed, and Cllr Farragher seconded to recommend.

- i. Cllr Martin and Cllr Sharp to meet with member of staff agreed 10 for, 1 against and 0 abstained.

Following a debate Cllr Martin proposed and Cllr Farragher seconded to recommend.

- ii. If there is not satisfactory outcome to the meeting appoint Peninsula, up to £1,000 plus VAT to investigate staff complaint and report back to Council - agreed majority 10 for, 1 against and 0 abstained.

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

10.2 Verbal update on new RFO

HR Group circulated the scoring sheet and highlighted the strong field of candidates. In total 15 applicants and 4 interviews; all interviewees were very capable of doing the RFO role. The preferred candidate is experienced in a Parish Council RFO role, Filca qualified, experienced in Scribe and other IT packages and interviewed very well.

The HR Group recommend offering RFO post to Lissi Smith, at SPC 20 for 15 hours per week pro rata, 6 month probation and subject to satisfactory references.

Cllr Sharp proposed and Cllr Farragher seconded – agreed majority 7 for, 0 against and 4 abstained.

Note, Clerk then updated Council on several matters.

Meeting Closed at ...9.30pm.....

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