

# MINUTES

## COLLIER STREET PARISH COUNCIL

On Monday 21<sup>ST</sup> October 2019

Orchard Room,

St Margaret's School, Collier Street

**In attendance: Cllr David Goff [Chair]; Cllr Simon Hill [Deputy Chair] Cllr. Steve Barham, Cllr Deborah Papas, Cllr Andrew Papas, Cllr Dave Sealey, Cllr Steve Sandys, Parish Clerk Alan Crocker**

<b>10.19.01. Apologies</b>	PCSO Nicola Morris [early shift]: Cllr McLoughlin	
<b>10.19.02. Declarations of Interest</b>	DG declared an interest in the Village Hall as a trustee.	
<b>10.09.03 PLANNING</b>		
<b>10.09.03.01</b>	<b>19/504840/FULL Still Acres Touring and Camping Park</b>	
	Change of use of land to allow for the siting of a caravan to be occupied by warden employed by existing touring and camping park.	
	<i>The Parish Council took a neutral stance with this application</i>	
<b>10.09.03.02</b>	<b>19/504612/FULL Wolsey Place, Claygate Roam Yalding, Maidstone Kent ME16 6BD</b>	
	Proposed open porch to front, alterations to single storey roof to rear, with external doors beneath and internal alterations.	
	<i>The Parish Council took a neutral stance with this application</i>	
<b>10.09.03.03</b>	<b>19/504515/ADV Former Bentlett's Scrapyard, Claygate Road</b>	
	Advertisement consent for 1 no. V-board sign at Willow Grove development site.	
	<i>The Parish Council would raise the following issues: We have been liaising with Miss Susan Francis G.I.S. Support Analyst/Street Naming and Numbering Officer and she has agreed to register the following address with the postal authorities: 1-32 cons The Bentletts Collier Street Yalding MAIDSTONE ME18 6FH We cannot understand where Willow Grove has come from and this was not agreed with the Parish Council at any time. Under community safety we are also concerned with the positioning of the give way line as detailed within this submission. As a Parish Council we met with KCC</i>	

	<i>Highways and they have agreed that Sarah Parish in KCC Development Agreements Team would look into this issue and we would ask you to respect our concerns and liaise with her in order that the safety aspect is revisited.</i>	
<b>10.09.03.04</b>	<b>19/504478/FULL</b> <b>Little Cheveney Farm, Sheephurst Lane, Marden, TN12 9NX</b>	
	Conversion of a former stable block and indoor swimming pool into ancillary accommodation with retention of solar panels, refurbishment of home gym and erection of 1 no., three bay garage with a log store and potting shed.	
	<i>The Parish Council agreed a neutral stance</i>	
<b>10.09.03.05</b>	<b>19/504622</b> <b>2 Crow Plain Cottages, Benover Road, Yalding, ME18 6AZ</b>	
	Listed building consent for minor works to install measures to limit flooding to the property, including installation of aluminium rails either side of doorways to install flood barriers, sump pump, automatic heritage airbricks and sealing services with clear silicone sealant.	
	<i>The Parish Council took a neutral stance on this application.</i>	
<b>10.09.03.06</b>	<b>19/504761/LBC</b> <b>Bramleys Barn, Collier Street, Tonbridge, TN12 9SB</b>	
	Listed building consent for minor works to install measures necessary to limit internal flooding, works to include installation of aluminium rails either side of 3 no., doorways and 1 no. window to install flood barriers, minor works to include an application of a clear silicone sealant to services and repairs to mortar and brickwork with lime-based mortar.	
	<i>The Parish Council took a neutral stance</i>	
<b>10.09.03.07</b>	<b>19/504617/LBC</b> <b>1, Crowplain Cottages, Benover Road, Yalding, Kent ME18 6AZ</b>	
	Listed building consent for minor works to install measures necessary to limit internal flooding to the property, including installation of aluminium rails either side of doorways to install flood barriers with clear silicon sealant to service/cable entry/exit points.	
	<i>The Parish Council adopted a neutral stance on this application.</i>	
<b>10.19.04. POLICE REPORT</b>	<b><u>Parish Council Monthly Update</u></b> 15/09/19 – Attempt Burglary – Longend Lane Padlock cut – nothing stolen 16-17/09/19 – Burglary – Claygate 5 padlocks damaged – workshop broken into	PCSO Nicola Morris

	<p>Items stolen 19/09/19 – Criminal Damage – Collier St Windows smashed on vehicle Appears to be with ball bearing <b>Anti-Social behaviour and other incidents of note</b> Parking – Claygate Road – words of advice will be given</p>																															
<b>10.19.05. Minutes of Previous Meeting/s to be approved</b>	10.19.05.01. Minutes of the meeting of the full council on Monday 16 <sup>th</sup> September 2019.																															
SB proposed a motion seconded by DS that the minutes of the above meeting were an accurate record of the said meeting.																																
<b>10.19.06. Questions from members of the Public.</b>	<b>Public adjournment.</b> <b>To suspend meeting for any public statements for up to 15 minutes in total. Individual items should not be longer than 5 minutes. Members of the public are encouraged to attend Council meetings and raise any pertinent issues at this point.</b>																															
<b>10.19.07 Correspondence and Action Points</b>	<table border="1"> <thead> <tr> <th>Reference</th> <th>Factor</th> <th>Lead</th> </tr> </thead> <tbody> <tr> <td>10.19.07.01</td> <td>[CF] Defibrillator Costings for discussion – Watertight donation</td> <td>DG</td> </tr> <tr> <td colspan="3">This item will be carried forward allowing more time for research.</td> </tr> <tr> <td>10.19.07.02</td> <td>[CF] Members Grant 2019/2020</td> <td>DG</td> </tr> <tr> <td colspan="3">This item was carried forward allowing more time for consideration.</td> </tr> <tr> <td>10.19.07.03</td> <td>[CF] Community Resilience Emergency Plan Audit</td> <td>DG</td> </tr> <tr> <td colspan="3">Item carried forward allowing more time for research</td> </tr> <tr> <td>10.09.07.04</td> <td>Update on Arboriculture Report.</td> <td>DG</td> </tr> <tr> <td colspan="3">DG to advise The Clerk of details of an arboriculturist</td> </tr> <tr> <td>10.09.07.05</td> <td>'CIL' wish list.</td> <td>AJC</td> </tr> </tbody> </table>	Reference	Factor	Lead	10.19.07.01	[CF] Defibrillator Costings for discussion – Watertight donation	DG	This item will be carried forward allowing more time for research.			10.19.07.02	[CF] Members Grant 2019/2020	DG	This item was carried forward allowing more time for consideration.			10.19.07.03	[CF] Community Resilience Emergency Plan Audit	DG	Item carried forward allowing more time for research			10.09.07.04	Update on Arboriculture Report.	DG	DG to advise The Clerk of details of an arboriculturist			10.09.07.05	'CIL' wish list.	AJC	
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Flagged up to consider a wish list of potential spends for approval under the CIL guidelines.																																
<b>Bentlett's:</b> It was unanimously agreed that the Clerk be tasked with writing to the various agencies in support of a resident who had complained over various alleged infringements. A copy of the said letters should be sent to the Developers,																																
<b>10.19.08. Flood Committee Report</b>	<p>Phase 2 Meeting with Mark Green MBC and Max Tant KCC. No funding available for those properties that did not qualify for Phase 1a and Phase 1b. The reason is due to</p>	Lead DG																														

	<p>the cost benefit ratio applied and obtaining the appropriate funding and submitting a justifiable business plan. There are nine properties in the parish affected by this decision. There are also a number of properties in other parishes that will not qualify for additional funding in phase 2. The Chairman is in discussion with KCC about the potential funding for work that may be able to be carried out relating to unmaintained ditches in the parish. Work is progressing on Phase 1b with the work likely to be completed in the coming months. The EA are chasing qualifying owners of properties that have not completed the requisite paperwork.</p> <p><b>COLLIER STREET FLOOD ACTION GROUP</b>  A meeting of this group took place on the 14<sup>th</sup> October 2019.  The Chairman and 5 people attended.  There is a planned meeting with agencies in November but not much response to the request that has been sent out.  Clive Richardson has been elected Chair for the group.  The AGENDA covered the following items:</p> <ul style="list-style-type: none"> <li>▪ List of roles and responsibilities</li> <li>▪ Responsibility for the maintenance of ditches</li> <li>▪ How often they are cleared and the provision of a maintenance programme.</li> <li>▪ Explanation of Riparian ownership and the issues with the 22 properties that are at risk and not in the funding scheme.</li> <li>▪ How often are gullies and drains cleared out – provide a maintenance programme.</li> <li>▪ Flooding outside Corner House</li> <li>▪ How can we protect against septic tank overflow</li> <li>▪ Changes in agricultural practise are causing more run off.</li> <li>▪ Ditches along the railway are all blocked and need to be maintenance programme.</li> </ul>	
<p><b>10.19.09.  Recreation Field  Report</b></p>	<p>Repairs have been carried out on the surface of the Car Park.  The contractor will commence work on the fencing in the next couple of weeks.  Grass cutting still ongoing.  Kent Cycling have now paid their invoice for the use of Car Park for both this year and last.</p>	<p>Lead  DG</p>
<p><b>10.19.10</b></p> <ul style="list-style-type: none"> <li>• <b>HIGHWAYS</b></li> <li>• <b>Security  CCTV  Camera</b></li> </ul>	<p>01. Minutes of meeting with KCC Highways.  Please see appendix 1  02. 10.19.10.02 – Update on CCTV camera</p>	<p>Lead  SH</p>

	<p>Good news on this front in that the cameras is now working effectively. Cllr Hill's IT consultant is now working on the search facility that will capture repeat offenders.</p> <p>The following Councillors have agreed to analyse the data in order to establish an effective onward reporting strategy to the appropriate agencies. DG; SH; DP; AP and DS.</p> <p>The Councillors unanimously agreed to pay the balance owed to the suppliers of the system.</p> <p>The Clerk will check on the implications of GDPR.</p>																						
<b>10.19.11 FINANCE Accounts Reconciliation</b>	<p>01. The meeting to approve the reconciliation reports for the months of September 2019 [to be circulated in readiness for the meeting].</p> <p>The meeting unanimously agreed the reconciliations of the bank accounts.</p> <p>02. SB to approve and sign September 2019 reconciliation reports and the corresponding bank statements.</p> <p>SB signed the reconciliation reports</p> <p>03. Need to consider appointing a Cllr to view balances online in addition to the reconciliation reports. Need to set up mandate with bankers</p> <p>The meeting unanimously agreed to task The Clerk with completing a new mandate appointing a total of 4 signatories with at least one Councillor being able to view the balances on the account prior to signing the monthly reports.</p> <p>It was also agreed that The Clerk would provide the passwords to all appropriate tasks he undertakes in a sealed envelope for the safekeeping of the Chariman.</p>	Lead Clerk /RFO																					
<b>10.19.11.02. Budget Reports</b>	The meeting to approve the budget reports.	Lead Clerk /RFO																					
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<b>10.19.12. APPROVAL FOR SPENDS</b>	<table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>22.10.2019</td> <td>The Clerk</td> <td>£882.00</td> </tr> <tr> <td>22.10.2019</td> <td>HMRC</td> <td>£201.30</td> </tr> <tr> <td>22.10.2019</td> <td>PKF Littlejohn external audit</td> <td>£360.00</td> </tr> <tr> <td>22.10.2019</td> <td>Premier</td> <td>£168.00</td> </tr> <tr> <td>22.10.2019</td> <td>Councillor Training 09.11.2019</td> <td>£120.00</td> </tr> <tr> <td>22.10.2019</td> <td>Premier</td> <td>£1887.00</td> </tr> </tbody> </table> <p>The meeting agreed the above mentioned spends</p>	Date	Payee	Amount	22.10.2019	The Clerk	£882.00	22.10.2019	HMRC	£201.30	22.10.2019	PKF Littlejohn external audit	£360.00	22.10.2019	Premier	£168.00	22.10.2019	Councillor Training 09.11.2019	£120.00	22.10.2019	Premier	£1887.00	Lead Clerk /RFO
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<b>10.9.13. Borough Councilor's Report</b>	No representation																						
<b>10.19.14</b>	SH reported that plans are progressing	Lead																					

<b>Village Hall</b>		SH
<b>10.19.15 Parish Magazine</b>	DG advised of a meeting that had been held with all parties responsible for the production of the Village News. In the existing format costings are in excess of income. A survey has been included in this month's issue to establish the reader's expectations as the foundations to a way forward.	
<b>VE Day Celebrations</b>	DP has agreed put forward suggestions as to how the Parish may celebrate VE Day.	
<b>10.19.16. Date of Next Meeting Issues for discussions</b>	The Next Full Council Meeting will take place on Monday 11 <sup>th</sup> November 2019 at 7.30pm.  <ul style="list-style-type: none"> <li>▪ VE Day – lead by Cllr Deborah Papas</li> </ul>	
<b>10.19.17 CLOSED ITEMS</b>	01. Feedback from Enforcement Meeting 10 <sup>th</sup> October 2019 02. As MBC Planning Enforcement no longer provide feedback on current enforcement cases the meeting discussed and prepared a list of enforcement issues in the parish for onward transmission to Planning Enforcement for feedback and ongoing monitoring. 03. SB was tasked with providing a paper on the actions to be taken by the parish on a government led initiative.	

MINUTES prepared by  
ALAN CROCKER  
Clerk to Collier Street Parish Council  
22.10.2019

# COLLIER STREET PARISH COUNCIL, Highways Meeting 2<sup>nd</sup> October 2019

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## NOTES

**Cllr David Goff, Clerk Alan Crocker, Jennie Watson KCC Highways and colleague Paul**

Item No	
<b>01</b>	<b>Collier Street Highways Safety Action Plan</b>
	<p>Jennie started the meeting by updating the existing Highway's Safety Plan. It was agreed that owing to the high costs Collier St PC would not be able at this time to consider the installation of 'village gates' and also the coloured tarmac owing to the ongoing cost that would have to be borne by the PC.</p> <p>We discussed various options of speed control and she kindly agreed to fund roundels throughout the 30mph limits in the parish. JW has agreed to raise a job request and send to the PC once design has been completed.</p> <p>'Villages gates' are now being produced at a more competitive price and she would be prepared to contribute to the funding together with members grant from County Cllr Eric Hotson [?], The PC and possible CIL monies on the next round of measures.</p> <p><b>Speeding:</b> Police look at the threshold + 10% = 2mph.</p> <p>Having identified target areas, there is possibility of the installation of moveable flashing speeding signs. These cost approximately £7000.00. They have no. plate recognition and capture the data. JW can give us a contact [with Highway's] who will carry out an appropriate risk assessment on the chosen locations. This would be at The PCs expense and could be considered under the CIL spend. Contacts to exchange experiences were given.</p>
<b>02</b>	<b>Freight Team 7.5 weight limit</b>
	<p>Concerns over the action that may be taken in the event of the PC identifying offenders. The freight team have no powers but would liaise with the police. Although with imposed restrictions there must be sufficient alternative routes. KCC Councillor Séan Holden is heading up a campaign on lorries travelling through rural locations. It would be useful if we could copy him in on our CCTV evidence once it is up and running.</p>
<b>03</b>	<b>Car Park Signage</b>
	<p>We agreed with the Claire the positioning of the double sided Car Park signage. She has agreed to fund this for us. The sign is to read 'Church and Village Car Park'</p>
<b>04</b>	<b>Longends Lane - Complainant email and digital imagery</b>
	JW agreed to respond.

<b>05</b>	<b>Site visit to Bentlett's and Dandara Site Manager – Re 'Give way/sight lines</b>
	JW has requested that Sarah Parish in Development Agreements Team to look into the matter under Section 278 agreement.
<b>06</b>	<b>Missing plastic marker bollards on the roadside.</b>
	Claire Chewter is to look into replacing these as identified by DG
<b>Actions:</b>	Email from JW [03 October 2019] confirming funding for roundels and signage.

**Alan Crocker**  
**Clerk to Collier Street Parish Council**  
**Prepared: 07 October 2019**