

# MINUTES

## COLLIER STREET PARISH COUNCIL

On Monday 16<sup>th</sup> September 2019  
Orchard Room,  
St Margaret's School, Collier Street

**In attendance: Cllr David Goff [Chair]; Cllr Simon Hill (Vice Chair]; Cllr Steve Barham; Cllr Steve Sandys; Cllr Dave Sealey; Clerk Alan Crocker.**

	Prior to the commencement of the main meeting all Councillors met with two applicants for the vacant Councillor positions - Deborah and Andrew Papas. Following this meeting it was formally agreed that both Deborah and Andrew would subject to confirmation by MBC be offered the positions. They have both signed the acceptance of office declaration and completed the Declaration of Pecuniary Interests.	
<b>09.19.01. Apologies</b>	PCSO Nicola Morris Borough Cllr Steve McLoughlin	
<b>09.19.02. Declarations of Interest</b>	Cllr Goff declared an interest in the Old and New Village Halls as a trustee of the old and steering committee member of the new.	
<b>09.09.03 PLANNING</b> 19/504411/SUB Bs Salvage Claygate Road Yalding Kent ME18 6BB	Proposal: Submission of details pursuant to condition 18(External Lighting) for planning permission 18/505561/FULL.  <b><i>The Parish Council unanimously agreed to take a neutral stance on this application</i></b>	
<b>Bentlett's</b>	Cllr Dave Sealey agreed to liaise with BT to see if the installation of fibre broadband to this development could benefit the rest of the adjoining parish. He is waiting a reply.	
<b>White Hart</b>	Cllr McLoughlin has been approached by Development Control at MBC and the developer with a view to discussing what type of development would be acceptable in this location. An informal meeting is scheduled to take place between representatives of the Parish Council, interested parties from the Claygate area, the owner and his agent.	
<b>09.19.04. POLICE REPORT</b>	<b><u>Parish Council Monthly Update</u></b> <i>Information supplied by PCSO 56202 Nicola Morris</i> <b><u>Crimes of note:</u></b> No crime reported for Collier Street since last meeting <b><u>Marden</u></b> - 2 x trailers stolen <b><u>Hunton</u></b> - Tractors/trailers have been stolen recently – persons arrested. <b><u>Anti-social behaviour</u></b> <b>Flytipping</b> – Forge Lane/Haviker Street <b>Den Lane</b> Several batteries and wheelie bin [our understanding is that this was used to transport them] were stolen from Den Lane. CCTV camera footage has been made available to our PCSO.	PCSO Nicola Morris

	Our understanding is that from a policing prospective the county is being split into 3 and that we would have 4 PCSOs in the catchment area.			
09.19.05. Minutes of Previous Meeting/s to be approved	09.19.05.01. Minutes of the Development Control and Finance meeting of the 12 <sup>th</sup> August 2019. <i>Minutes of this meeting were unanimously approved as representing an accurate recording of the said meeting.</i>			
09.19.06. Questions from members of the Public.	<u>Public adjournment.</u> 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.			
09.19.07 Correspondence and Action Points	Reference	Factor	Lead	
	09.19.07.01	Litter Picking Insurance	DG	
	<i>AJC is awaiting confirmation from our insurers that litter pickers are covered under the terms of our insurance. A risk assessment will have to be carried out prior to any future 'picks'. Clarity will follow.</i> <i>Chart Sutton PC have offered us the use of their high viz jackets and signage, free of charge.</i>			
	09.19.07.02	Planned meeting with enforcement – waiting date	DG	
	<i>We await confirmation that enforcement will meet with us prior to enforcement training at MBC Town Hall. DG wants assurance that sufficient time will be set aside for this meeting.</i>			
	09.19.07.03	Meeting with Helen Grant	DG	
	<i>The Clerk was tasked with writing to Helen Grant in order to arrange a local meeting within the parish on the issue of highways.</i>			
	09.19.07.04	Parish Magazine	DG	
	<i>There is to be a meeting of representatives of the PC and the magazine editors and advertising representative to discuss the various options as we move forward. Long term funding is the current concern.</i>			
	09.19.07.05	Discuss and adopt Complaints and Policy Procedure	AJC	
	<i>Unanimously the updated Complaints and Policy procedure policy was adopted by full council.</i>			
	09.19.07.06	Local Plan Review	AJC	
	<i>Comments on the above review have been submitted.</i>			
	09.19.07.07	CIL Infrastructure Spend Plan	AJC	
<i>The meeting debated Section 106 and the new CIL replacement. The Bentlett's development will produce an</i>				

	<i>overall £455,803.83 and will be due to be paid 60 days of the commencement of the development. Bids will then be made on behalf of the various authorities/agencies. We have been given contacts in order to progress the bid from St Margaret's Collier Street Primary School. Of these monies the parish will receive £68,371.32, in instalments for its own targeted infrastructure plans. We will then have to produce and monitor our spending plans on the identified infrastructure [ strictly within the CIL rules].</i>		
	09.19.07.08	Community Resilience Emergency Plan Audit <b>C/F</b>	AJC
	<i>New guidelines have been circulated and DG will progress the matter once the implications have been established.</i>		
	09.19.07.09	Members Community Grant 2019/2020 <b>C/F</b>	AJC
	<i>The meeting discussed various ideas on the spend of the Members grant. Plans are yet to be finalised.</i>		
	09.09.07.10		DG
	Discuss Donation from Watertight		
	<i>It was suggested that a defibrillator be purchased with the Watertight grant. Costings are to be sought and referred but to a future meeting for a final decision to be made.</i>		
<b>09.19.08. Flood Committee Report</b>	DG held second meeting with NFF [only 3 attendees] Discussed the outstanding 23 items in the village. The next meeting is scheduled for the 17 <sup>th</sup> September. EA meeting being planned for November. Property Level Installation is progressing. There are still 59 households to sign agreements. It is hoped that most households will be complete by Christmas. There have been concerns that there has been no contact with householders for months.		Lead DG
<b>09.19.09. Recreation Field Report</b>	<b>09.19.09.01 Discuss and agree quotations</b> <i>The meeting agreed the quotations for the works to be carried out £500.00 had been set aside within the existing budget.</i> <b>09.19.09.02 Routine Inspection Check List</b> <i>In addition to the monthly MBC check. DG will carry out a regular observation check as recommend by the parish insurers.</i> <b>09.19.09.02 RoSPA Play Equipment report</b> <i>This report has revealed several issues which could longer term result in a large spend. This could be one of the CIL spend items.</i> <i>The meeting initially agreed to remedial work to be carried out and a subsequent review by MBC.</i> DG reported to the meeting that the path has been sprayed. General clear up is required at the Church entrance.		Lead DG

<b>09.19.10</b> <ul style="list-style-type: none"> <li>HIGHWAYS</li> <li>Security CCTV Camera</li> </ul>	<b>09.19.10.01 – Meeting confirmed with Jennie Watson in October</b> <b>09.19.10.02 – Update on CCTV camera</b> <i>There are still issues with the camera. It is hope that these issues will be addressed by the end of this month.</i>	Lead DG															
<b>09.19.11. 01</b> <b>FINANCE</b> <b>Accounts Reconciliation</b>	<b>The meeting to approve the reconciliation reports for the months of July &amp; August 2019 [already circulated].</b> <i>The meeting unanimously agreed and approved the reconciliation reports for the detailed months.SB signed the appropriate reports.</i>	Lead Clerk /RFO															
<b>09.19.11.02.</b> <b>Budget Reports</b>	<b>The meeting to approve the budget reports.</b> <i>The meeting unanimously approved the budget reports</i>	Lead Clerk /RFO															
<b>09.19.12.</b> <b>APPROVAL FOR SPENDS</b> <i>The meeting unanimously agreed the detailed spends.</i>	<table> <thead> <tr> <th>Date</th><th>Payee</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>17.08.19</td><td>September Payroll</td><td>£780.80</td></tr> <tr> <td>17.08.19</td><td>HMRC</td><td>£175.24</td></tr> <tr> <td>17.08.19</td><td>Upper Medway Internal Drainage Board</td><td>£10.56</td></tr> <tr> <td></td><td>01.04 to 31.03 2019</td><td></td></tr> </tbody> </table>	Date	Payee	Amount	17.08.19	September Payroll	£780.80	17.08.19	HMRC	£175.24	17.08.19	Upper Medway Internal Drainage Board	£10.56		01.04 to 31.03 2019		Lead Clerk /RFO
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<b>09.9.13.</b> <b>Borough Councilor's Report</b>	Apologies from the Borough Councillor.																
<b>B2162 Bund</b>	The Parish Council owned bund on the B2162 is showing signs of cinque holes. A contractor has agreed to take remedial action.																
<b>09.19.14</b> <b>Village Hall</b>	The project is progressing.	Lead DG/SH															
<b>09.19.15</b> <b>Matters for Discussion at the Next Meeting</b>	❖ Update the Arboriculture Inspection report. ❖ Discuss progress on CIL plans ❖ Defibrillator																
<b>09.19.16.</b> <b>Date of Next Meeting</b>	<b>The Next Full Council Meeting will take place on Monday 21<sup>st</sup> October 2019 at 7.30pm.</b>																
<b>09.19.17</b> <b>CLOSED ITEM</b>	<i>It was agreed that the confidential paper received from Government via KALC would be studied and a way forward agreed at upcoming meetings.</i>																

Minutes prepared by

Signature.....Date.....

**ALAN CROCKER**

**Clerk to Collier Street Parish Council**