

MINUTES

COLLIER STREET PARISH COUNCIL

On Monday 10th June 2019

Orchard Room,

St Margaret's School, Collier Street

Attendance: Cllr David Goff [DG] [Chairman]; Cllr Simon Hill [SH] Deputy Chairman; Cllr Steve Barham [SB]; Cllr Dave Sealey [DS]

06.19.01. Apologies	Borough Cllr. Steve McLoughlin, PCSO Nicola Morris [not on duty]	
06.19.02. Declarations of Interest	None declared	
06.19.03 PLANNING 06.19.03.01 19/502642/LBC MULBERRY BARN, Martins Farm, Collier Street, Tonbridge, Kent, TN12 9SB.	Listed Building Consent for the proposed installation of 3 no. conservation roof lights into the south elevation roof serving the master bedroom and replacement of all existing [1998] windows and screens. <i>Comments; The Parish Council unanimously agreed to take a neutral stance.</i>	Lead DS
06.19.03.02 19/502338 WILLOW BARN Little Cheveney, Sheephurst Lane, Marden, Kent	Prior notification for change of use of agricultural building and land within its curtilage to 1 no residential dwelling with associated operational development. For its approval to: Transport and Highways Impacts of the development – contamination risks on the site – flooding risks on the site – noise impacts of the development – whether the location or siting of the building makes it otherwise impracticable or undesirable for the use of the building to change as proposed – Design and external appearance impacts on the building. <i>Comments; The Parish Council unanimously agreed to take a neutral stance.</i>	Lead DS
06.19.03.03 19/502181/LBC MARTINS FARMHOUSE Collier Street, Tonbridge, Kent TN12 9SB	Listed building consent for the proposed replacement of roof to single storey front garden room, using interlocking sandtoft 20:20 clay tiles. <i>Comments; The Parish Council unanimously agreed to take a neutral stance.</i>	Lead DS
06.19.03.04 19/502285/FULL LITTLE SPITZBROOK	Demolition of existing conservatory and garage. Erection of two storey rear extension with new detached two storey garage.	Lead DS

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

Green Lane Yalding, Tonbridge, Kent TN12 9RB	<i>Comments; The Parish Council unanimously agreed to take a neutral stance but to raise the following concerns:-</i> <ul style="list-style-type: none"> • <i>Why is the proposed development two storey and to be built separate from the house?</i> 																		
Planning – General Comments	<p>As an aside it was reported that MBC have lost 7 out of 10 planning appeals.</p> <p>The meeting discussed The Bentlett’s. The lorry route for the infill earth from Marden was discussed. The route has now been circulated to the Neighbourhood Watch email circulation list and the route has published on the parish website.</p> <p>No further information has been received with the respect to the smaller scrapyard development.</p>																		
06.19.04. POLICE REPORT	13 th -14 th May – Longend Lane – Burglary – brand new ride on mower stolen, trailer, generator and various other items stolen – enquiries ongoing – sent out locally and through Twitter with images of items There has been a DNA hit on the caravan theft which occurred on 24 th April.			Emailed Report															
06.19.05. Minutes of Previous Meeting/s to be approved	04.19.04.01. Minutes of the AGM/APM 13th May 2019 The minutes were unanimously approved as representing an accurate recording of the said meeting.																		
06.19.06. 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. <i>No members of the public were present.</i>																		
06.19.07 Correspondence and Action Points	<table border="1"> <thead> <tr> <th>Reference</th> <th>Factor</th> <th>Lead</th> </tr> </thead> <tbody> <tr> <td>06.19.07.01</td> <td>Naming Bentlett’s</td> <td>Lead DG</td> </tr> <tr> <td colspan="3"><i>After debate the meeting unanimously agreed to propose that the new development should be called The Bentlett’s.</i></td> </tr> <tr> <td>06.19.07.02</td> <td>Parish Councillor Election Expenses Claims</td> <td>Lead AJC</td> </tr> <tr> <td colspan="3"><i>The Clerk reminded Cllrs that had not already done so to submit any election expenses, If there were none a NIL submission was still necessary.</i></td> </tr> </tbody> </table>			Reference	Factor	Lead	06.19.07.01	Naming Bentlett’s	Lead DG	<i>After debate the meeting unanimously agreed to propose that the new development should be called The Bentlett’s.</i>			06.19.07.02	Parish Councillor Election Expenses Claims	Lead AJC	<i>The Clerk reminded Cllrs that had not already done so to submit any election expenses, If there were none a NIL submission was still necessary.</i>			
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	06.19.07.03	Yalding Educational Foundation Trustee Nomination	Lead DG
	<i>After debate it was unanimously agreed that DG would be the Parish representative on this Trust.</i>		
	06.19.07.04	DPI forms post uncontested election. Confirmation no changes since dates of co-option.	Lead AJC
	<i>The Clerk arranged for each member to sign a declaration if there were no changes to the original DPI form they signed on appointment. This will be forwarded to the MBC Legal Department.</i>		
06.19.08. Flood Committee Report	<p>Surveys still going out and plans has now been put in place to compete them all before installation starts. Installations should start on June 24th.</p> <p>The return of the legal agreement sent out has been slow. There is a consultation taking place on Flood and Coastal Erosion which runs until 4th July. The PC will be responding to this survey.</p> <p>Maintenance Group is being set-up by the EA to look at the issues relating to riparian ownership along with the general maintenance programme for the area. DG has been invited to take part in this initiative.</p> <p>Community resilience steering group will be meeting soon to discuss the issues related to this subject. DG will attend.</p> <p>Natural Flood Management has been meeting but DG was left of off of the last list of invites. Has now been invited to the next meeting on June 19th 2019.</p> <p>DG has expressed his concerns over the lack of information and feedback from KALC as was suggested in the Medway Flood Action Plan.</p>		Lead DG
06.19.09. Recreation Field Report	<p>More hogweed has been identified and the contractor has been contacted to take remedial action.</p> <p>The main hedge needs cutting as does the grass on the bund on the B2162.</p> <p><i>The Clerk was tasked with these action points.</i></p> <p>We are still experiencing problems with dog fouling despite an article in the CS Village News.</p>		Lead DG
06.19.10 • HIGHWAYS	<p>A 70 page document has been prepared by the Marden Action Group which has been circulated to all Borough and the appropriate County Councillors.</p>		Lead DG/SH

<ul style="list-style-type: none"> • Security CCTV Camera 	<p>Speed of traffic is still an issue with our constituents, we will need further feedback to progress via the KALC initiative.</p> <p>The camera is working fine, but the school security system seems to be the cause of the problem of the recorded images not being able to be downloaded remotely. SH has offered the services of his IT department and is sure that this can be resolved. DG is to meet with the head Paul Ryan to arrange a mutually convenient appointment for them to meet.</p>	
<p>06.19.11.01 FINANCE Accounts Reconciliation</p>	<p>The meeting to approve the reconciliation reports.</p> <p><i>The meeting approved the reconciliation report and this was signed by SB</i></p>	<p>Lead Clerk /RFO</p>
<p>06.19.11.02. Budget Reports</p>	<p>The meeting to approve the budget reports.</p> <p><i>The meeting approved the budget reports.</i></p>	<p>Lead Clerk /RFO</p>
<p>06.19.11.03. AGAR forms</p>	<p>The meeting to approve the Accounting Statement for 2018/2019 Section 2 of the AGAR for the year ending 31 March 2019 and the supporting bank reconciliation as at 31 March 2019. The Chairman of the meeting to sign and date PLUS minute reference.</p> <p><i>The meeting approved the accounting statement for 2018/2019 and the Chairman signed the statement and added the minute reference.</i></p> <p>06.19.11.03.01</p> <p>Meeting to confirm that the Parish certify themselves exempt from the limited review under Section 9 of the Local Audit [Smaller Authorities] Regulations 2015. Certification Completed 08.04.2019</p> <p><i>The meeting confirmed that they certify themselves exempt from the limited review under Section 9 of the Local Audit [Smaller Authorities] Regulations 2015.</i></p>	<p>Lead Clerk /RFO</p> <p>Lead Clerk /RFO</p>
<p>06.09.11.04. Internal Audit Report</p>	<p>The Practitioners' Guide requires that this internal report be presented to full council for member's approval</p> <p><i>The meeting approved the results of the internal audit report in that: 'No issues have been identified in relation to the verification of detail in the Statement of Accounts and AGAR this year'.</i></p> <p><i>'On the basis of our detailed work during the course of the year on the Council's systems of financial control and content of the detailed Statement of Accounts and that summarised detail</i></p>	<p>Lead Clerk /RFO</p>

	<i>set out in the AGAR. We have signed off the Internal Audit Report of the AGAR assigning positive assurances in each relevant area'.</i>																												
06.19.11.05. Accounts for approval [including DD's]	<table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>11.06.2019</td> <td>Staff Payroll</td> <td>£ 695.15</td> </tr> <tr> <td>11.06.2019</td> <td>HMRC</td> <td>£ 147.29</td> </tr> <tr> <td>11.06.2019</td> <td>Auditing Solutions [Internal Audit 2018/19]</td> <td>£ 384.00</td> </tr> <tr> <td>11.06.2019</td> <td>Alpha Software Support</td> <td>£ 145.20</td> </tr> <tr> <td>11.06.2019</td> <td>Single User [Yearly]</td> <td></td> </tr> <tr> <td></td> <td>Alpha Software – Yr. End</td> <td>£ 120.00</td> </tr> <tr> <td>11.06.2019</td> <td>Closedown 2019/2020 Setup</td> <td>£ 342.00</td> </tr> <tr> <td></td> <td>Royal Mail Renewal PO Box</td> <td></td> </tr> </tbody> </table> <p>Including DD's as per finance report</p> <p><i>The meeting approved the payment of the above detailed accounts.</i></p> <p><i>The meeting unanimously agreed to contribute £250.00 towards the defibrillator situated near the White Hart.</i></p> <p><i>The Clerk tasked to liaise with Yalding PC who are also contributing.</i></p>	Date	Payee	Amount	11.06.2019	Staff Payroll	£ 695.15	11.06.2019	HMRC	£ 147.29	11.06.2019	Auditing Solutions [Internal Audit 2018/19]	£ 384.00	11.06.2019	Alpha Software Support	£ 145.20	11.06.2019	Single User [Yearly]			Alpha Software – Yr. End	£ 120.00	11.06.2019	Closedown 2019/2020 Setup	£ 342.00		Royal Mail Renewal PO Box		Lead Clerk /RFO
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06.19.12. APPROVAL FOR ADDITIONAL SPENDS	<table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>TBC</td> <td>Defibrillator</td> <td>£250.00</td> </tr> </tbody> </table> <p><i>The meeting unanimously agreed to the above spend.</i></p>	Date	Payee	Amount	TBC	Defibrillator	£250.00	Lead Clerk /RFO																					
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06.9.13. Borough Councilor's Report	No attendance. The Clerk tasked with inviting Cllr Hotson to a meeting prior to the July full council meeting.																												
06.19.14 Village Hall	SH reports a very positive exploratory meeting between varies parties and overall plans modified. This issue is progressing slowly. Several actions points were raised and agreed as the project moves forward.	Lead DG																											
06.19.15 Matters for Discussion at the Next Meeting	DG tasked The Clerk with arranging a meeting with Claire Cutts the new planning enforcement team leader for a face to face discussion about issues on the parish.																												
06.19.16. Date of Next Meeting	The Next Full Council Meeting will take place on Monday 8th July 2019 at 7.30pm. Council Members do not meet during the month of August.																												



Minutes prepared by

ALAN CROCKER

Clerk to Collier Street Parish Council