

MINUTES

COLLIER STREET PARISH COUNCIL

On Monday 9th March 2020
Orchard Room,
St Margaret's School, Collier Street

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

03.20.01. Apologies	PCSO Nicola Morris [on leave]	
03.20.02. Declarations of Interest	None declared	
03.20.03 PLANNING		
03.20.03.01	20/500778/FULL Land South of Sheephurst Lane Marden Tonbridge Kent TN12 9PB	20.05.2020
	The erection of a switching station with associated apparatus, including 2.4m high boundary fence and access road from Sheephurst Lane.	
This application was discussed and views of the respondent residents considered. It was decided that there were many issues that present themselves and the best way to address these was to request a meeting with the appropriate owners/agents to seek assurances that wherever possible the best interest of the parishioners would be protected. The Clerk was tasked with arranging this meeting.		
03.20.04 POLICE REPORT Parish Council Monthly Update	PCSO 56202 Morris Community Safety Unit 22 th – 23 rd Feb – Collier St – Theft – batteries to traffic lights stolen Reports of speeding vehicles- speed watch new volunteers – details passed Several arrests in relation to Theft of land Rovers – awaiting media release Local male remanded – Burglary offences Although covered further within these minutes, the parish council wish to raise with the police authorities the anti-social and threatening behaviour experienced by members of the parish council when dealing with several incidents involving members of the public whilst manning the necessary road closures during the recent flooding within the parish. PCSO Nicola Morris will be made aware of the incidents and evidence will be supplied by way of CCTV footage.	PCSO Nicola Morris

03.20.05 Minutes of Previous Meeting/s to be approved	01.20.05.01 Minutes of the Full Council Meeting on 10 th February 2020.		
The meeting unanimously approved the minutes of the above meeting as representing a true and accurate recording of the said meeting.			
03.20.06 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.		
A member of the public wishes to see width restrictions imposed on Longend Lane. Sympathetic to the traffic issues in the lane the parish council have obtained quotations for a survey to be carried out to evidence our case. Once we have the actual figures we can lobby KCC for suggestions/discussions for improvements. We meet regularly with KCC Highways and discuss the parish Highways Safety Action Plan and this issue will form part of that plan.			
03.20.07 Correspondence and Action Points			
	03.20.07.02	Defibrillator Update Need to establish and confirm location. Prior to order. Funding in place.	The Clerk
	The funding for the defibrillator is now in place following receipt of £300.00 from the MBC members Grant Scheme and a generous donation of £1057 from Watertight and a discount from the suppliers London Hearts in conjunction with KALC. The Chairman was tasked with liaising with the school to ensure that we are able to locate it temporarily there. Mains electricity is required for it to work in all temperatures. At the flick of a switch it can be used for either an adult or a child without having to change the pads.		
	03.20.07.02	Collier Street named as a Strategically Important Play Area. Grants for improvements Update. Funding in place. To sign off agreement with MBC.	The Clerk
	Through the SIPA grant the parish has managed to obtain the maximum grant to install 5 new pieces of play equipment using the existing safety surfaces. It is envisaged that the new equipment should be in situ within the next three months.		
03.20.07.03	Enquiry from Marden Minors FC.	DG/The Clerk	

<p>The Chairman hopes to meet with representatives of the club on Sunday 15th March in order to discuss the logistics. A list of issues were prepared by council.</p>		
03.20.07.04	Confirmation of the Division of Lead Councillor Tasks	Lead SH
<p>New areas of responsibility were agreed. These will be published on the new website which is in the process of being built.</p>		
03.20.07.05	Speedwatch	Lead The Clerk
<p>Cllrs Deborah and Andrew Papas have agreed to coordinate speed watch going forward. Several new volunteers have come forward to join those already trained. The location of checks have to be revisited to ensure that there has been no changes to road layouts. The Kent Police coordinator is aware of the current position and will arrange for the appropriate training.</p>		
03.20.07.06	Progress on New Website build – authority to progress.	Lead The Clerk
<p>The meeting gave unanimous approval to the initial deposit being paid in order that the new website be built it will initially run alongside the existing site. The new site will be fully compliant with the upcoming new Accessibility regulations.</p>		
03.20.07.07	Traffic Surveys, Sheephurst Lane, Longend Lane – estimates and suggested locations	Lead DG/The Clerk
<p>The meeting unanimously agreed to accept the estimates for the above traffic surveys. A further survey was also agreed the exact location to be confirmed.</p>		
03.20.07.08	Village Picnic – 12th July 2020 12-4.00pm. Discuss cost for the provision of toilets.	Lead The Clerk
<p>The meeting unanimously agreed to fund the portable toilet required for this event.</p>		
03.20.07.09	Riparian Ownership – Land Registry	DG/The Clerk

	searches complete – action going forward.	
	The Clerk has completed the land registry searches to establish ownership. A standard letter will be sent initially from the Flood Action Group.	
03.20.08 Flood Committee Report	<p>The chairman reported that everyone had pulled together during the recent flooding in the parish and tasked The Clerk to write to David Ridd and sincerely thank him for taking the helm and coordinating the logistics and liaising on conference calls with the EA. He thanked AP and DP for setting up the What's App Flood group [current members 38 and rising] and for their efforts on communication and together with many residents manning the road closures barriers. Sadly they experienced a lot of unnecessary abuse and intimidation and signs just being knocked over. This is an offence under the Road Traffic Act. The Clerk was tasked with reporting the issues to PCSO Nicola Morris and offering to supply CCTV evidence held by the volunteers of some of the unfortunate incidents. Going forward DG will endeavour to have the signage marked with the appropriate road traffic act regulations. Endeavouring to report some of the incidence to 111 took 20 minutes for a response and resulted in no police presence. Our local PCSO was on leave. DG is due to meet with Sue Laporte of KCC to discuss these issues. Discussions moved to the possibility of fixed barriers but these of course have implications.</p> <p>It was agreed to schedule a social event for the flood wardens in the very near future. The event will be published in the Collier Street News.</p> <p>It is our understanding that none of the personal flood resilience products failed, water had seeped through the walls or the resilience measures had not been correctly installed. Manuals have now been issued. Also guidance on how to store the equipment has been issued. It is expected that a significant amount of monies are to be earmarked for flood defences in the upcoming budget.</p>	
03.20.09 Recreation Field Report	The Clerk was tasked with ensuring that the contractor commences the maintenance contract in early course.	Lead The Clerk
03.20.10 HIGHWAYS	<p>Post flooding the roads now badly need sweeping and DG will progress this issue.</p> <p>Several issues have been forwarded to the Highways Steward at KCC by DS and DG will, going forward, liaise with her.</p> <p>In certain cases we await a safety audit by KCC prior to actions being taken.</p>	
03.20.11 FINANCE Accounts Reconciliation & Finance Reports	01. The meeting to approve the reconciliation reports for the month of February 2020. [Circulated in readiness for the meeting].	Lead Clerk /RFO

	<p>02. SB to approve and sign February 2020 reconciliation reports and the corresponding bank statements.</p> <p>03. The meeting to approve the budget reports.</p> <p>04. The interim end of year internal audit will take place at West Malling Office on w/c 23rd March 2020.</p>			
<p>01. The meeting unanimously agreed the bank reconciliation.</p> <p>02. SB signed the reconciliation statement and the relevant bank statements.</p> <p>03. All Cllrs had received copies of the budget report and this was approved.</p> <p>04. Councillors aware of this interim audit pre year-end.</p>				
03.20.12 APPROVAL FOR SPENDS	Date	Payee	Amount	Lead Clerk /RFO
	11.03.2020	The Clerk	601.69	
	11.03.2020	HMRC	136.60	
	11.02.2020	SOSWeb [Kirsty Collings]	£292.50	
The full council unanimously agreed and authorised the above payments.				
03.20.13 Borough Councilor's Report	None present			
03.20.14 Village Hall CCTV	Plans have moved on and are progressing well.			Lead SH
	SH briefed the meeting at this stage that whilst access through the school firewall was possible and images can now be captured there were still issues accessing the report mechanism. It will be back to Premier, the supplier, in an attempt to solve the issue. A conference call is to be arranged.			
03.20.15 Matters for Discussion at the Next Meeting	Plans for VE Day. SH agreed to endeavour to produce a specimen Die Bond commemorative plaque in readiness for the next meeting			
03.20.16 Date of Next Meetings	<p>Litter Pick: Scheduled for Saturday 14th March 2020</p> <p>Full Council: Monday 20th April 2020</p> <p>Full Council: Monday 11th May 2020 – Annual Parish Council Meeting & Annual Parish Meeting</p>			

Minutes prepared by

ALAN CROCKER

Clerk to Collier Street Parish Council