

MINUTES

AGM/Annual Parish Meeting of the COLLIER STREET PARISH COUNCIL

Monday 13th May 2019

Orchard Room

St Margaret's School, Collier Street

In attendance: Cllr D Goff [DG] Chairman; Cllr S Barham [SB]; Cllr S Sandy [SS]; Cllr D Sealey [DS]; Borough Councillor Steve McLoughlin; 6 organisation's represented.

05.19.1. Apologies	PCSO Nicola Morris on Annual leave County Councillor Eric Hotson [will report to the full council meeting in June]. Cllr Simon Hill Barbara Grandi [emailed reports received]																																																																												
05.19.2. Declarations of Interest	None declared																																																																												
05.19.3. Police Report	See Annual Report under Organisation Reports	PCSO Nicola Morris																																																																											
05.19.4. Minutes of Previously held Meetings The meeting formally approved the minutes of this meeting as representing an accurate recording of the said meeting.	05.19.04.01 Full Meeting Monday 8 th April 2019	The Clerk																																																																											
05.19.5. Election of Officers	<table border="1"> <thead> <tr> <th colspan="5" style="text-align: center;">ELECTION OF OFFICERS</th> </tr> <tr> <th>POSITION</th> <th>NOMINEE</th> <th>PROPOSER</th> <th>SECONDER</th> <th>ELECTED</th> </tr> </thead> <tbody> <tr> <td>Chairman</td> <td>D Goff</td> <td>DS</td> <td>SB</td> <td>✓</td> </tr> <tr> <td>Vice Chair</td> <td>S Hill</td> <td>DS</td> <td>DG</td> <td>✓</td> </tr> <tr> <td>Chair F&DCC</td> <td>D Sealey</td> <td>SB</td> <td>DG</td> <td>✓</td> </tr> <tr> <td>F@DC Committee</td> <td colspan="4">All Cllrs Serve on this Committee</td> </tr> <tr> <td>KALC Parish Representatives (2)</td> <td>1. D Goff</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td></td> <td>2. D Sealey</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>[NB] COMPLETE AREA COMMITTEE GDPR FORMS</td> <td>Completed previous year</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Community Safety Rep</td> <td>S Hill</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Recreation Field Rep</td> <td>DG</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Village Hall Committee Rep</td> <td>SH</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Highways</td> <td>SH/DG</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Police & Police Forum Rep</td> <td>SH</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Flood Committee Rep</td> <td>DG</td> <td>X</td> <td>X</td> <td>X</td> </tr> </tbody> </table>	ELECTION OF OFFICERS					POSITION	NOMINEE	PROPOSER	SECONDER	ELECTED	Chairman	D Goff	DS	SB	✓	Vice Chair	S Hill	DS	DG	✓	Chair F&DCC	D Sealey	SB	DG	✓	F@DC Committee	All Cllrs Serve on this Committee				KALC Parish Representatives (2)	1. D Goff	X	X	X		2. D Sealey	X	X	X	[NB] COMPLETE AREA COMMITTEE GDPR FORMS	Completed previous year				Community Safety Rep	S Hill	X	X	X	Recreation Field Rep	DG	X	X	X	Village Hall Committee Rep	SH	X	X	X	Highways	SH/DG	X	X	X	Police & Police Forum Rep	SH	X	X	X	Flood Committee Rep	DG	X	X	X	The Clerk First item only
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05.19.6. FINANCE	<p style="text-align: center;">PAYMENTS FOR APPROVAL OF FULL COUNCIL</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="text-align: left;">DATE</th> <th style="text-align: left;">ELECTRONIC PAYMENT REFERENCE</th> <th style="text-align: left;">PAYEE</th> <th style="text-align: left;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>14.05.19</td> <td></td> <td>Payroll</td> <td>£ 706.91</td> </tr> <tr style="background-color: #d9e1f2;"> <td>14.05.19</td> <td></td> <td>HMRC</td> <td>£ 136.60</td> </tr> <tr> <td>14.05.19</td> <td></td> <td>Insurance</td> <td>£1665.20</td> </tr> <tr style="background-color: #d9e1f2;"> <td>14.05.19</td> <td></td> <td>Premier CCTV [balance]</td> <td>Await solution to technical problem</td> </tr> <tr> <td>14.05.19</td> <td></td> <td>BHIB Ltd</td> <td>£ 664.94 Insurance</td> </tr> </tbody> </table>	DATE	ELECTRONIC PAYMENT REFERENCE	PAYEE	AMOUNT	14.05.19		Payroll	£ 706.91	14.05.19		HMRC	£ 136.60	14.05.19		Insurance	£1665.20	14.05.19		Premier CCTV [balance]	Await solution to technical problem	14.05.19		BHIB Ltd	£ 664.94 Insurance	Lead The Clerk
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05.19.06.01	<p>Corporate Governance Statement to be signed by Chairman <i>The Chairman signed the completed corporate governance questionnaire required as part of the formal audit process.</i></p> <p>AGAR Governance Statement Each of the 9 factors were read to the meeting and each factor was agreed by the members.</p>																									
05.19.06.02	<p>Asset Register to be agreed in readiness for the internal; audit on 21st May 2019 <i>The meeting formally approved the asset register</i></p>																									
05.19.06.03	<p>Risk Assessment to be re-adopted for the upcoming year 2019-2020. <i>The meeting formally approved the risk assessment for the upcoming financial year.</i></p>																									
05.09.06.04	<p>Change of arrangements year end internal audit <i>The Clerk outlined the amended arrangements for this year's audit in that he will meet the auditor and personally hand over all of the papers required the internal audit and will collect them on completion as on this occasion it will not be possible for him to attend the office.</i></p>																									
05.19.07 PLANNING																										
Bentlett's Development	<p>DG attended the Committee Meeting at MBC when this case was discussed at Borough level. The PC still have severe reservations over the potential flooding issues until such times as a workable solution is found and agreed.</p> <p>Despite his representation the case was approved. One of major stumbling blocks is the central government's policy and the almost certain outcome of losing on appeal.</p>																									
05.19.07.01 19/501836/FULL Moors Oast, Spenny Lane, Marden, Tonbridge, Kent TN12 9PR Erection of single storey side extension and removal of internal stack (Resubmission of 18/506519)	The Parish Council agreed to take a neutral stance on this application.																									
05.19.07.02 19/501590/FULL Little Cheveney Farm, Sheephurst Lane, Marden, Kent TN12 9NX	The Parish Council unanimously agreed to take a neutral stance on this application.																									

<p>Conversion of a former stable block and indoor swimming pool into ancillary accommodation refurbishment of home gym and construction of a new three bay garage with a log store and potting shed.</p>			
<p>05.19.07.03 19/502139/FULL ADDRESS: Land East Of Existing Cemetery Green Lane Collier Street Tonbridge Kent Change of use of part of recreation ground to extension to existing cemetery (resubmission following withdrawal of 18/503920/FULL)</p>	<p>The Parish Council agreed unanimously to support this application.</p>		
<p>05.19.08 Organisation Reports Collier Street</p>			
<table border="1"> <tr> <td data-bbox="92 837 440 927"> <p>Borough Councillor's Report</p> </td> </tr> </table>	<p>Borough Councillor's Report</p>	<p style="text-align: center;"><u>MBC Annual Report for Parish Councils</u></p> <p>In January 2018 the Maidstone Borough Local Plan was adopted by the council having undergone a rigorous inspection by a planning inspector. For the present this gives us certainty and will allow defence against inappropriate large sites which are not contained within the framework of the plan. Maidstone Borough Council (MBC) are required to review to undertake a Local Plan Review and adopt any necessary changes by 2021. Housing pressures continue to dominate national news and it is possible the borough may be required to consume further housing and business growth. Potential housing growth dominates us locally as well. Currently there is a call for sites which asks landowners to submit their land for consideration. This process finishes on May 24th. Sites submitted are not automatically included in the Local Plan Review not does it mean that permission to develop will be granted. Later in the year all the sites submitted will be subject to public consultation and the dates will be released. It is vital that as many resident as possible take part in the consultation over the sites.</p> <p>Maidstone Borough Council has a statutory duty to house those who present as homeless. In the past the Council have purchased properties to provide temporary accommodation however there was a shortage of property with affordable rents. MBC have agreed to work with a registered housing provider to directly deliver affordable housing. The plan is to provide capital for a number of properties across the borough and suitable sites are under consideration including rural exception sites.</p> <p>Recently, the refurbishment of public areas in Maidstone Town Centre including Gabriel's Hill and Week Street, has been undertaken. The uplift this has given the area is noticeable and the uneven pavements along Gabriel's Hill have been eradicated. The refurbishment has made it easier for the visually impaired or those in wheelchairs to negotiate when out shopping.</p>	
<p>Borough Councillor's Report</p>			

<p>Borough Councillor Steve McLoughlin</p>	<p>Park and Ride is a service provided by MBC in conjunction with the bus companies but it is not viable in the present format. A trial of a pay to park service will close in May 2019. The current sites remain open until a better option can be found. Options to produce a competitive and efficient service as a replacement have been sought to assist in the reduction of the congestion.</p> <p>The introduction of the Members Community grant for 2018/9 has allowed the following contributions to local projects: Marden and Yalding received monies for youth projects which Yalding is using to furnish the sea scouts with new equipment. Nettlestead has installed further low energy street lighting and Collier Street are replacing the children's decrepit swings in the playing field. MBC has confirmed the Community Grant Scheme will be repeated again in the new municipal year.</p> <p>Finally, Maidstone Borough Council has upgraded its website and this ought to make contact easier. More information is included to assist residents in their quest for assistance. The website address remains the same www.maidstone.gov.uk. This address allows the reporting of missed bins and fly tipping.</p> <p>The Members Community Support Grant of £3000.00 will be available for the upcoming financial year and the amount for Collier Street will be £300.00. He suggests that we get in early in order to secure this funding.</p>			
<table border="1"> <tr> <td data-bbox="92 969 443 1043"> <p>Community Safety/Highways</p> </td> </tr> <tr> <td data-bbox="92 1043 443 1088"> <p>Cllr Simon Hill</p> </td> </tr> </table>	<p>Community Safety/Highways</p>	<p>Cllr Simon Hill</p>	<p>Representatives of the PC met with the Highways Manager KCC with two of the main topics being</p> <ul style="list-style-type: none"> • Traffic Calming • No enforcement of the 7.5 tonne lorry restrictions. <p>It was made very clear that with the very limited budgets available within KCC it would have to be a PC initiative to tackle both of these issues. Respecting the lobbying in these matter by parishioners the PC would be delighted to take on these tasks but the cost are simply prohibitive to such a small parish and if introduced the PC would have to be prepared to pay the ongoing cost of maintenance which existing budgets would not allow.</p> <p>As previously announced CCTV has been installed in an effort to trace offending lorry operators who flout the prohibition orders. Offender will in the future be reported [evidenced by the CCTV footage]</p>	
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<table border="1"> <tr> <td data-bbox="92 1487 443 1543"> <p>County Councillor</p> </td> </tr> <tr> <td data-bbox="92 1543 443 1581"> <p>Eric Hotson</p> </td> </tr> </table>	<p>County Councillor</p>	<p>Eric Hotson</p>	<p>Apologies. Will report to full council meeting in June.</p>	
<p>County Councillor</p>				
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<table border="1"> <tr> <td data-bbox="92 1581 443 1655"> <p>St Margaret's School Governors</p> </td> </tr> <tr> <td data-bbox="92 1655 443 1722"> <p>Chair Jo Manser</p> </td> </tr> </table>	<p>St Margaret's School Governors</p>	<p>Chair Jo Manser</p>	<p>St Margaret's Primary school, Collier Street - Annual Parish Council meeting report May 2019</p> <p>Firstly, apologies for not attending in person and many thanks to David Goff for reading the report.</p> <p>St Margaret's school has enjoyed a successful past year. We had a SIAMS inspection (the churches equivalent of OFSTED) in July where we were awarded 'outstanding'. Our children received excellent SATs results which resulted in The Times national newspaper listing our school as 3rd in Kent for the average standardised score in all areas.</p>	
<p>St Margaret's School Governors</p>				
<p>Chair Jo Manser</p>				

As many of you will know we also took ownership of land to extend our outside space. This is a fantastic new resource and has the 'wow' effect when you walk around the school and see the playing field for the first time. With funding from FOCSS and grants to the school including one from Tesco's, we have extended the all-weather surface allowing the children a much larger space to play on in winter. We have also put in new fitness/gym style equipment which is very popular with the children. In the far corner of the field we've created a wildlife area with help from many members of the local community including The Goff's, Lerwill's, Kim Head, Nigel Jenner, Callum Findlay, and many of the school's parents. Within this area are apple trees (Russet, Pippins, Bramley and Discovery of course!) under planted with a wildflower meadow, through which are mown meandering paths that pass bug hotels, bird boxes and butterfly feeding stations, ending up at a reading village consisting of three willow domes with log seats inside. The school would like to extend a big thank you to all those who have helped with the various new projects on the field, without the communities support we'd not have achieved what we have.

In December a few of the schools long standing governors stood down taking a well-deserved break. All have given much to the school and their service has achieved much, a special mention of thanks to Tom Stevens who stood down after many years of being Chair, his knowledge of buildings and building projects has been invaluable to the school over the years. Jo Manser who has been a governor for three years was elected Chair and Andrea Cahill Vice Chair. We have had the pleasure of Brian George, Sheila Guillum Scott, Gareth Waterman, Jonathan Simmons and David Newsom joining the team.



FOCSS has had a good year staging many events including the Christmas fair, Quiz nights and Easter Egg hunts. Alaric Turner stood down as chair after several years' service and Harriet Brennan is the new chair. An important date for everyone's diary, this years Summer Fair and Pet show will be held on our new school field on the 22nd June between 12 and 4pm, please pass this on to all in our community.

The school published a book this year which all children contributed towards, titled 'Bible stories retold and illustrated by the children', a beautiful publication that the whole school is very proud of.

Children have been on a variety of different school trips including, Maidstone Museum, Buckingham Palace, the observatory science centre at Herstmonceux and Horton Kirby Environmental Centre. This year, Year 6 are joining with Yalding school for venture week, where they'll have the opportunity to take part in various activities at Kingswood, Ashford.

As you can tell from this report the school really has had a fantastic year and this is only possible due to the team supporting it. The school is very fortunate to have a highly motivated and talented team of staff, we are also very appreciative of the

	<p>community support we receive, some of whom mentioned early, but there are many others who pop in every week to help give support in the classroom and listening to children read. This not only offers the school a valuable resource but also embeds our ethos of Inspire, Nurture and Discover. Thank you to them all.</p> <p>Looking to the future I am sorry to report that the school faces significant challenges. In real terms government funding per pupil has not risen for four consecutive years, with utility bills and wages increasing during this time. I'm sure you will appreciate that the school is now being impacted significantly. We are fortunate that this is only hitting us now, many schools have been struggling for a while and St. Margaret's will do everything possible to safeguard the very best provision for every pupil, in time we hope provision will be increased. In the meantime, the continued support of the community will be appreciated more than ever, whether that be helping with projects on the field, listening to children read or attending fundraising events.</p> <p>Despite the financial pressure we look forward to another successful year at St Margaret's.</p>	
<p>Friends of Collier Street School</p>	<p>No report received</p>	
<p>Helping Hands/Pop In Get Together Margaret Ashworth ©</p>	<p>Margaret reported that the 'Tea Parties' were very successful the objective being for new people to meet new people. There are some 20 regular attendees. Any funds raised are shared between local charities. Sadly she reported that the 'pop-up cafe' no longer operated from the Recreation Field.</p>	
<p>Neighbourhood Watch Barbara Grandi [by email]</p>	<p>The Chairman extended his sincere thanks to Barbara Grandi for her reports that regularly circulate throughout the village, they are much appreciated by way a vehicle for awareness. Barbara was unable to attend the meeting but emailed her report as follows:</p> <p>Apart from quite a few suspicious vehicles appearing on private land it has been a relatively peaceful year for NHW in the Parish. There was a recent theft of a caravan from a 4 acre field and two very recent incidences of structural damage to the church wall. There are 97 email contacts on my NHW list and I use this to send round information about any criminal activity in the Parish as well as alerting residents to lost and found pets or stray dogs. It is also useful to send round occasional details of crime in nearby parishes as it reminds residents to be on their guard.</p>	
<p>Collier Street Village News Representative Tracey Bentley</p>	<p>Tracey outlined the financial pressures that magazine may find itself in the not too distant future. When the new editors took over the magazine was produced free of charge for an initial period. Now that there is a charge for the printing, the revenue from the only source of income advertising does not cover the production costs and potentially will leave the cash flow some £1300pa short. The meeting discussed many options such as</p> <ul style="list-style-type: none"> • Making a charge [maybe by BACS of direct debit – to ease the duty of collecting monies from the volunteer delivery team]. 	

	<ul style="list-style-type: none"> • Offering the choice of having the magazine emailed to a data base of parishioners who would like to receive the magazine in this format. • Cutting the number of issues. • Reducing the size and maybe some content. • Increasing revenue from advertisers by endeavouring to increase numbers. <p>Going forward:-</p> <ul style="list-style-type: none"> ▪ The Clerk will upload a copy monthly onto the Parish Website, to hopefully increase the audience. ▪ The editor will produce a questionnaire seeking the views of the parishioners. ▪ The PC will happily engage with the editorial team in seeking a satisfactory way forward. <p>The Chairman thanked the team for the current team for their efforts.</p>	
<p>St Margaret's Church Rev Paul Kish Rachel West ©</p>	<p>Paul confirmed the Church's mission to continue to provide spiritual guidance for those who need it.</p> <p>They are involved as much as possible supporting the school, the Tea Party and other organisation's within the Parish. Whilst the catchment area is small, infrastructure needs are great and the Church relies heavily, and is most appreciative, of volunteers who regularly offer their support.</p> <p>Plans are progressing to extend the Churchyard. The Church consulted with the EA prior to Christmas seeking guidelines in respect of the positing of future burials.</p> <p>'Whilst Church is still functioning but we all depend on each other'.</p>	
<p>Police CSPO Nicola Morris (emailed report)</p>   <p>Kent Police</p>	<p>Collier Street - 2018/19</p> <p>Over the last twelve months I have continued to work within Marden, Yalding, Collier St & Nettlestead</p> <ul style="list-style-type: none"> • Continued to promote Neighbourhood Watch • Bike marking carried out • Linking in with Collier St School where required • Joint Family Management Officer visits to support local families • Regular contact with Southeastern railway • Regular contact with British Transport Police – statements completed – offenders identified • Antisocial behaviour issues being dealt with – encouraging local residents to continue to report – linking in with social services and schools – CPWs (Community Protection Warnings) issued • Intelligence gained around OCGs (organised crime groups) • Prolific local offenders targeted and remanded • Raising awareness around CSE (child sexual exploitation) – linking in with local youth clubs • Proactive patrolling around repeat crime venues • Speed Checks 	

	<ul style="list-style-type: none"> • Joint operations held with Kent Police, Southeastern railway and British Transport Police to combat crime, antisocial behaviour and drugs. • Op Innovate – Rural initiatives - CPT (Community Policing Team) deployed to Collier St – road checks and stop checks completed – linking in with Paddock Wood officers – scrap metal checks also completed • The Community Safety Unit (CSU) have been used to combat local issues – tasking’s have been put in place <p>The Kent Police website shows a breakdown of crime and locations – just need to put in your postcode on the home page. Follow up visits are conducted to local victims of crime</p> <ul style="list-style-type: none"> • All antisocial behaviour victims are followed up by myself, whether a call or a visit is requested <p>Anyone wishing to contact me about any issues or crime prevention advice can call the non-emergency Police number 101 and ask for local officer PCSO Nicola Morris 56202. Please continue to report any suspicious persons/vehicles/nuisance through 101 Thank you for your continued support in making Collier St safe.</p> <p>PCSO 56202 Nicola Morris - Maidstone Neighbourhood Team</p>			
<table border="1"> <tr> <td data-bbox="89 949 442 985">Village Hall</td> </tr> <tr> <td data-bbox="89 985 442 1061">Cllr Simon Hill/David Goff</td> </tr> </table>	Village Hall	Cllr Simon Hill/David Goff	Pre-Planning advice has been taken from the MBC planning department. There is a meeting scheduled for the 4th June 2019 with the architect to discuss a way forward.	
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Cllr Simon Hill/David Goff				
<table border="1"> <tr> <td data-bbox="89 1068 442 1104">W.I.</td> </tr> <tr> <td data-bbox="89 1104 442 1155">[TBC]</td> </tr> </table>	W.I.	[TBC]	No representation	
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<table border="1"> <tr> <td data-bbox="89 1162 442 1198">Yalding Almhouses</td> </tr> <tr> <td data-bbox="89 1198 442 1305">Chairman Barbara Grandi [by email]</td> </tr> </table>	Yalding Almhouses	Chairman Barbara Grandi [by email]	<p>There have been a couple of changes to the Trustees of the Almshouses over the past couple of years, Sara Mahoney from Yalding joined after Margaret Prevett, the previous Chairman, left; Wendy Thurston took on the role of Chairman but she has now left so I have taken over as Chairman; a new Trustee is joining us soon. The six almshouses have been occupied without change for a few years but we recently sadly lost one lady who passed away. There is a successful applicant for the vacant residence and we hope to see her moving in by the beginning of July.</p> <p>Whenever an almshouse becomes vacant it is refurbished as required and there are decorators working in the vacant premises at the moment. They are spacious, warm, welcoming and very conveniently situated in Yalding along a quiet path off Vicarage Road but within walking distance of all amenities.</p>	
Yalding Almhouses				
Chairman Barbara Grandi [by email]				
<table border="1"> <tr> <td data-bbox="89 1641 442 1704">Yalding Education Foundation</td> </tr> <tr> <td data-bbox="89 1704 442 1753"></td> </tr> </table>	Yalding Education Foundation		No report	
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<table border="1"> <tr> <td data-bbox="89 1760 442 1796">Woodpeckers</td> </tr> <tr> <td data-bbox="89 1796 442 1868">Stephane Mackay/David Goff</td> </tr> </table>	Woodpeckers	Stephane Mackay/David Goff	<p>Stephane reported that the Woodpeckers have had a successful year. They are scheduled to meet on the first Saturday of the month. They take whatever action is necessary within their remit:-</p> <ul style="list-style-type: none"> ▪ Cemetery ▪ Pruning Trees ▪ Have been carrying out repairs to the Church wall 	
Woodpeckers				
Stephane Mackay/David Goff				

	New members have joined and the numbers vary between 6 and 15 at its regular meets. With thanks to Pam who makes the tea!	
Marden Development	The Chairman reported to the meeting that a statement would be made by Marden PC as and when the actual application is revealed. The call for sites end date is 24 th May. A consultation process will then commence. There is to be a protest march on 18 th May 2019. The understanding is that the Borough Councilors will support the electorate. We are very aware of the current feelings.	
Village Clean Up	A wonderful success. MBC slow on its response. A young member of the parish is progressing towards a Duke Of Edinburgh Award and will continue working for one hour per week on this project for some twelve weeks. Our best wishes and thanks to this young person.	
Kent Association Awards Scheme 2019.	Whilst thanking her for the many many village activities Margaret is involved in, the Chairman presented Margaret Ashworth with a certificate under the the Kent Association of Awards Scheme. The citation read:- ‘In recognition of the outstanding contribution Margaret has made within the community over many decades. She has selflessly given of her time for the good of so many.’	
05.19.09 Date of Next Full Meeting	Next Full Council Meeting 10 th June 2019 commencing at 7.30pm	

Prepared by

Alan Crocker

Clerk to Collier Street Parish Council