

MINUTES

UNDER THE CORONAVIRUS ACT [2020] A VIRTUAL ZOOM MEETING OF COLLIER STREET PARISH COUNCIL

took place on
Monday 8th June 2020
commencing at 6.00pm

The meeting link was published in the public domain and displayed on the parish noticeboard.

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;
County Cllr Eric Hotson; Parish Clerk Alan Crocker.

06.20.01. Apologies	PCSO Nicola Morris – emailed report received	
06.20.02. Declarations of Interest	None declared	
06.20.03 PLANNING	The section of the meeting was chaired by Cllr Dave Sealey Chair of the Planning and Development Committee.	
06.20.03.01	20/500778 - Erection of Switching Station - Land South of Shephurst Lane Await report for discussion from the Associate Director Planning Environment ADAS	Comments close 12 th June 2020
https://pa.midkent.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=Q5US2TTYJOG00		
Continued objection from the EA. Details of objection copied to all members for consideration.		
We still await the promised report answering the issues raised by both the parish council and the EA. A call, unable to be taken during the meeting, was received from the agents. Subsequently they are promising that this report will be received shortly and that the planning officer responsible for determining the application has agreed a further extension. The Committee will revisit this application when in receipt of the report.		
06.20.03.02	20/502063	
	Bridge House, Collier Street, Tonbridge, Kent, TN12 9SD	
	Change of use of land to residential. Erection of front canopy to existing porch, single story side extension, insertion of 2 no. new first floor side windows and extension to existing side dormer.	
Issues were raised concerning the change of use. The Chairman is to produce a report to be forwarded to planning by way of a response. DG		
06.20.04 POLICE REPORT Parish Council Monthly Update	Crimes of Note 5-6th May Burglary – Claygate – Stables broken into and horse equipment stolen. No Anti – social behaviour and other incidents of note Items of good work.	PCSO Nicola Morris

	Local arrests regarding horse tack thefts – enquiries still ongoing. Updates of previous reported issues Spoke to MBC – Enforcement who are attending sites along the Benover Road.		
06.20.05 Minutes of Previous Meeting/s to be approved	01.20.05.01 Minutes of the Full Council Meeting on 9 th March 2020.		
The meeting approved the minutes confirming that they were an accurate recording to the said meeting.			
06.20.06 Questions from members of the Public.	Public adjournment. 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.		
06.20.07 Correspondence and Action Points	Reference	Factor	Lead
	06.20.07.01	Defibrillator Update-need to establish and confirm location prior to placing order.	Lead by The Clerk
	The meeting agreed that Cllr Goff will progress the possible siting of the defibrillator with the Rev Paul Kish. The finance is in place.		
	06.20.07.02	Play Area – Installation of new play equipment will be delayed. Funding is held by the parish council. MBC are aware that we will not meet the target date for installation as detailed in the original agreement.	The Clerk
	Owing to both the Coronavirus pandemic and the supply issues with the new equipment. Maidstone Borough Council have agreed to extend the timeline to mid-September. Funding is already in place.		
	03.20.07.03	Marden Minors FC. The Clerk has supplied an outline agreement together with specimen risk assessment. We await MMFC reverting to the Parish Council.	The Clerk
Subject to some minor amendments The Clerk will respond to MMFC confirming the agreement commencing			

	<p>2nd June 2020. The Parish Council look forward to a rewarding association in this new shared experience.</p>				
	<table border="1"> <tr> <td>03.20.07.04</td> <td>Social Media</td> <td>Lead DG</td> </tr> </table>	03.20.07.04	Social Media	Lead DG	
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	<p>DG opened the debate seeking views on this platform. There are currently 51 users. The platform allows parties to participate in interactive discussions and share information in a public forum. However there have been recent incidents of users posting what could be considered as personal and offensive material, a total departure from its intended use. After a lengthy debate it was agreed unanimously that provided users adhered to the terms and conditions set out the app should continue.</p> <p>Cllr Deborah Papas will reissue the terms of 'The Group' with the addition of reasonable timings for the post to be uploaded. Departure from these terms and conditions will result in immediate expulsion from the group.</p>				
	<table border="1"> <tr> <td>03.20.07.05</td> <td>Speedwatch</td> <td>Lead The Clerk</td> </tr> </table>	03.20.07.05	Speedwatch	Lead The Clerk	
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	<p>To assist the safe escorting of children returning to school and in the event of an unsuccessful attempt to recruit a crossing Patrol warden Cllr Hill has loaned the speed watch equipment to two residents, wearing high visibility jackets. The objective to slow traffic on the B2162 on the approach to St Margaret's School. The initiative worked well.</p>				
	<table border="1"> <tr> <td>03.20.07.06</td> <td>Progress on New Website build</td> <td>Lead The Clerk</td> </tr> </table>	03.20.07.06	Progress on New Website build	Lead The Clerk	
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	<p>The new website has been launched and can be viewed at: https://collierstreetparishcouncil.co.uk</p>				
	<table border="1"> <tr> <td>03.20.07.07</td> <td>Traffic Surveys, Sheephurst Lane, Longend Lane – estimates and suggested locations</td> <td>Lead DG</td> </tr> </table>	03.20.07.07	Traffic Surveys, Sheephurst Lane, Longend Lane – estimates and suggested locations	Lead DG	
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	<p>In view of the Covic 19 pandemic and the number of people working from home it was decided that these surveys would be delayed.</p>				
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	<p>Margaret Ashworth reports that most of the vulnerable within the parish are being supported well. No volunteers have been called on to assist.</p>				
06.20.08 Flood Committee Report	<p>'Watertight' have currently stopped working. There are there more flood resilience schemes yet to be installed. The removal of the tree from the river need to be chased and DG agreed to follow this up.</p>	Lead DG			

	The Internal Drainage Board is to meet in the parish in some 2/3 weeks' time to discuss local issues DG advises that the Chair of the IDB is currently on long term sick leave.																									
06.20.09 Recreation Field Report	Works on the field gate and fencing issues on the recreation field have been completed. The grass cutting is on schedule The play equipment has been taped off and although some had been removed. The new tapes have not been disturbed.	Lead The Clerk																								
06.20.10 HIGHWAYS	DG reports that KCC have started to fill-in the holes at the edge of the carriageways on both Green Lane and the B2162. The Clerk was tasked with writing to the KCC Highways Co-ordinator with particular relevance to the dangerous junction of Jarmon's Lane and the B2162 that has now been made permanent. The parish council urges KCC to carryout in a timely manner a significant survey of traffic movements at this location. As part of this survey the parish council suggests that proper signage be installed warnings motorists of this newly created dangerous T junction. Public feelings are running high on this junction which is hazardous to negotiate and sight lines so poor. The situation is further aggregated by the lack of directional signs and lorries not familiar with the area using the junction to turnaround in. Please let's not wait for a serious accident before action is taken.	Lead DG																								
06.20.11 FINANCE Accounts Reconciliation & Finance Reports	<table border="1"> <tr> <td colspan="3">YEAR END 19-20 COMPLETION OF AGAR</td> </tr> <tr> <td>STEP 1</td> <td colspan="2">The accounting statement [Section 2] has been prepared and signed by the RFO copies have been sent in advance of the meeting to all members.</td> </tr> <tr> <td>STEP 2</td> <td>STEP 2.1</td> <td>The Annual Audit Report is received by member's and noted</td> </tr> <tr> <td colspan="3">The members received and approved the audit report and the recommendations have already been implemented.</td> </tr> <tr> <td></td> <td>STEP 2.2</td> <td>The Annual Governance Statement [Section 1] for approval</td> </tr> <tr> <td colspan="3">Members confirmed that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020 that: Each of the factors [1-8] on the Governance Statement were read aloud and confirmed by a show of hands agreement to each the governance factors as stated thereon.</td> </tr> <tr> <td></td> <td>STEP 2.3</td> <td>The Accounting Statement [Section 2] for approval</td> </tr> <tr> <td colspan="3">Following a question on the variance in the assets shown 18-19 to 19-20 The Accounting Statement was approved by members.</td> </tr> </table>	YEAR END 19-20 COMPLETION OF AGAR			STEP 1	The accounting statement [Section 2] has been prepared and signed by the RFO copies have been sent in advance of the meeting to all members.		STEP 2	STEP 2.1	The Annual Audit Report is received by member's and noted	The members received and approved the audit report and the recommendations have already been implemented.				STEP 2.2	The Annual Governance Statement [Section 1] for approval	Members confirmed that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020 that: Each of the factors [1-8] on the Governance Statement were read aloud and confirmed by a show of hands agreement to each the governance factors as stated thereon.				STEP 2.3	The Accounting Statement [Section 2] for approval	Following a question on the variance in the assets shown 18-19 to 19-20 The Accounting Statement was approved by members.			Lead Clerk /RFO
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	<p>STEP 3 Following approval the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statement</p> <p>As this was a virtual meeting The Clerk was able to wet sign the Accounting Statement and the Chairman will be sent the appropriate section for wet signature.</p> <p>STEP 4 The RFO sets the commencement date for the exercise of public rights</p> <p>The RFO set the confirmation of the dates of the period for the exercise of public rights as 1st September 2020 to 12th October 2020.</p> <p>Copy documents sent electronically to all members in advance of the meeting.</p> <p>01. BANK RECONCILIATION – April 2020 Members approved the bank reconciliation.</p> <p>02. RECONCILIATION STATEMENT – April 2020 Copies were sent in advance of the meeting. The reconciliation was agreed and the statement will be wet signed when social distancing is relaxed.</p> <p>03. RECORD OF PAYMENTS & RECEIPTS – April 2020 Payments and receipts were agreed by members including the standing order/direct debit/corporate cards payments as per the report.</p> <p>04. BUDGET REPORT Members approved the monthly budget report.</p>																									
<p>06.20.12 APPROVAL FOR SPENDS</p>	<table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>09.06.2020</td> <td>The Clerk</td> <td>£602.19</td> </tr> <tr> <td>09.06.2020</td> <td>HMRC</td> <td>£136.80</td> </tr> <tr> <td>09.06.2020</td> <td>SOS Web [Kirsty Collings]</td> <td>£487.00</td> </tr> <tr> <td>09.06.2020</td> <td>Auditing Solutions[2019-2020 Audit]</td> <td>£384.00</td> </tr> <tr> <td>09.06.2020</td> <td>S M Mackay [pedestrian gate car park]</td> <td>£165.00</td> </tr> <tr> <td>09.06.2020</td> <td>S M Mackay [Green Lane entrance]</td> <td>£385.00</td> </tr> <tr> <td>09.06.2020</td> <td>Rialtas – Alpha Software Annual Support and maintenance licence – 1 year commencing 01.06.20</td> <td>£148.80</td> </tr> </tbody> </table> <p>Members unanimously agreed the above mentioned spends. Post Internal Audit: The signing off of each invoice will be carried out post the Coronavirus pandemic. In the interim these will be presented for formal approval</p>	Date	Payee	Amount	09.06.2020	The Clerk	£602.19	09.06.2020	HMRC	£136.80	09.06.2020	SOS Web [Kirsty Collings]	£487.00	09.06.2020	Auditing Solutions[2019-2020 Audit]	£384.00	09.06.2020	S M Mackay [pedestrian gate car park]	£165.00	09.06.2020	S M Mackay [Green Lane entrance]	£385.00	09.06.2020	Rialtas – Alpha Software Annual Support and maintenance licence – 1 year commencing 01.06.20	£148.80	<p>Lead Clerk /RFO</p>
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	by members to enable the accounts to be paid in a timely manner.	
06.20.13 Borough Councilor's Report	<p>County Councillor Eric Hotson opened his report by seeking questions from the attendant Councillors as to any feedback they required on any issues that are controlled at County level.</p> <p>The meeting discussed the new Village Hall and Councillor Hotson agreed to consider a small contribution from his members grant for the current year. Next year brings elections and there could be changes to elected Councillors. He was pleased that a Highways Plan was in force detailing future strategy. He briefed the meeting that they upcoming Zoom Cabinet and Planning Committee meetings were scheduled</p>	
06.20.14 Village Hall		Lead SH
06.20.15 Matters for Discussion at the Next Meeting		
06.20.16 Date of Next Meetings	Next virtual meeting date to be confirmed – suggested date Monday 13 th July 2020 commencing at 18.00hrs.	

Agenda Prepared by

ALAN CROCKER

Clerk to Collier Street Parish Council