

MINUTES

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

Took place on
Monday 13TH July 2020
commencing at 6.00pm

Join Zoom Meeting

<https://zoom.us/j/99458078352?pwd=R0VkUHIyTVp5MWhEam01RlZpU25EZz09>

Meeting ID: 994 5807 8352

Password: 942276

In attendance Cllr D Goff[Chair]; Cllr Simon Hill [Vice Chair] after item 07.20.03.02 had taken place Cllr Steve Barham; Cllr Deborah Papas; Cllr Andrew Papas; Cllr Steve Sandys; Cllr Dave Sealey; Clerk Alan Crocker and 1 member of the public.

07.20.01. Apologies	PCSO Nicola Morris [emailed report received]	
06.20.02. Declarations of Interest	Cllr Hill joined the meeting after discussion had taken place on agenda item 20/202520 and declared an interest in agenda item 07.20.03.01 as a neighbour and 07.20.03.02 as owner.	
07.20.03 PLANNING	This section of the meeting was chaired by Cllr Dave Sealey as Chair of the Planning Committee.	
07.20.03.01	20/502353/Full	17.07.2020
	1 Moat Farm Oast Collier Street Tonbridge Kent TN12 9RR	
	Demolition of former slaughterhouse and stables and reception of a dwelling.	

We support the neighbouring objections that the location is too condensed to accommodate another building of this size and occupancy.

We are of the opinion that the layout now constructed does not appear to have consent and restricts vehicular access and manoeuvring.

The footprint and height is considerably larger than the current building and will result in an impact on the privacy of the adjoining property.

The demolition of the existing building in such a prominent position would have a major negative affect on an historic local feature, not in keeping or sympathetic to the local area and adjacent listed buildings.

The drawings suggest the original annexe has already been built. However this is not the case. The drawings and block plan are therefore misleading.

The site is adjacent to a watercourse, (The Moat Pond), yet the application has declared the site NOT within 20mtrs of a watercourse

The Flood Risk Assessment is outdated, (2012), and appears to be generic to the complete Moat Farm complex, not specific to this individual site, and given the ground floor levels of the Oast the site is at risk of flooding being in flood zone 3.

We question whether the site has change of use classification, (Agricultural/Business to Residential).

Given the aforementioned comments we believe the proposal contravenes Maidstone Borough Local Plan policy SP17, DM1, DM30 and DM32.

07.20.03.02	20/502520/Full	16.07.2020
	Moat Farm Bungalow, Collier Street, Tonbridge, TN12 9RR	
	Erection of a new garage/studio	
<p>The Parish Council by a majority vote are of the opinion that this application as it stands and is presented should be REFUSED.</p> <p>The proposed site is in a prominent position some distance from the main dwelling, in open countryside, (orchard), and the size /scale of the building is rather 'generous' for a double garage/studio, more applicable to a residential annexe.</p> <p>We believe the proposed building by relevance to its size, appearance and position would contravene MBC Local Plan Policy SP17, DM1, DM30 and DM32.</p>		
07.20.03.03	20/502470/Full	03.07.2020 Requested extension to 14.07.2020
	Jarmon's Farm, Jarmon's Lane Collier Street Tonbridge TN12 9PU	
	Conversion of the Dutch Barn to a single detached dwelling	
<p>The Parish Council objects to this application. The applicant already has permission approved for the site which enables him to build stables, a horse exercising area, holiday chalets and a reception office. Permission was granted in 2016 but no development has started yet apart from a couple of buildings being demolished. There is no equestrian activity on site. The applicant also has a separate planning permission for a new house to replace that which was demolished a few years ago within the adjoining acreage which fronts the lane.</p> <p>The council suggests that this will result in over development of an area which is accessed via a very narrow track. We would also ask for clarity of what the overall plan now is for that area. The applicants have acknowledged that it is in Flood Zone 3a and would have to raise the floor level. The council supports the objection by the EA on the grounds that the FRA is not acceptable and also they have concerns over the void that will be built below the ground floor.</p> <p>We support the objection raised by 2 neighbours which apart from over-development concerns, also raise issues about sewage disposal (not in application), that the land is agricultural (again no mention of change of use) and asking for enhanced habitats being provided for local protected wildlife.</p>		
07.20.04 POLICE REPORT <u>Parish Council Monthly Update</u>	PARISH COUNCIL MONTHLY UPDATE Information provided by PCSO Morris Community Safety Unit Maidstone Crimes of note No crime to report Anti-Social Behaviour incidents of note Reports of speeding – motorbikes and vehicles – speed gun trained – so will look to carryout speed checks when shift allows. Local licenced premises visited regarding re-opening – support and advice given.	PCSO Nicola Morris
07.20.05 Minutes of Previous Meeting/s to be approved	01.20.05.01 Minutes of the Virtual Full Council Meeting on 8 th June 2020.	
The meeting unanimously agreed that these minutes were an accurate recording of the said meeting.		

<p>07.20.06 Questions from members of the Public.</p>	<p><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.</p> <p>A member of the public presented to the parish council, a couple of alternatives that he had discussed with BT/Openreach outlining the opportunities for 'groups of residents' to join forces in an endeavour to obtain much improved speeds of Broadband [with the voucher scheme and contributions from KCC] After debate it was suggested by DG that a working party be set up to examine further the proposals that would benefit those within the parish who wished to take advantage of these offers. The working group would consist of Alaric Turner, SB, AP, and DP and the group would feedback to the September meeting with the draft proposals.</p> <p>It may be possible for this project to include under the Community Infrastructure Levy monies received from new developments in the parish.</p>																	
<p>07.20.07 Correspondence and Action Points</p>	<table border="1"> <thead> <tr> <th data-bbox="488 978 703 1010">Reference</th> <th data-bbox="710 978 1042 1010">Factor</th> <th data-bbox="1048 978 1278 1010">Lead</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 1019 703 1149">07.20.07.01</td> <td data-bbox="710 1019 1042 1149">Defibrillator Update-need to establish and confirm location prior to placing order.</td> <td data-bbox="1048 1019 1278 1149">Lead DG</td> </tr> <tr> <td colspan="3" data-bbox="488 1158 1278 1288"> <p>Rev Paul Kish has agreed to come back to the parish council within one month to confirm if the defibrillator can be housed on the outside wall of the Church. The funding is in place and we just need confirmation of the location.</p> </td> </tr> <tr> <td data-bbox="488 1332 703 1440">07.20.07.02</td> <td data-bbox="710 1332 1042 1440">KALC Zoom Meeting 29.06.2020</td> <td data-bbox="1048 1332 1278 1440">Lead Cllr Steve Sandys</td> </tr> <tr> <td colspan="3" data-bbox="488 1449 1278 1984"> <ul style="list-style-type: none"> • 25 attendees including Martin Cox leader MBC. • Pilot HGV Scheme – No action due to Covid. • Defer AGM to 2021 – Agreed. • Virtual 'Zoom' meetings to continue – Agreed. • Martin Cox – Leader MBC addressed the meeting for a considerable time expressing how well MBC had coped with Covid, 120 houses in High Street ward and among others Headcorn received help! Maidstone has been a model to other Councils in demonstrating help and dealing with Covid. • MBC incurred some£6m debt due to Covid. • Maidstone has demonstrated possibility to share offices, (with KCC), hold meetings by Zoom all of which could make MBC more efficient and make financial savings in the future. • Martin asked, 'what do Parishes need post Covid?' </td> </tr> </tbody> </table>			Reference	Factor	Lead	07.20.07.01	Defibrillator Update-need to establish and confirm location prior to placing order.	Lead DG	<p>Rev Paul Kish has agreed to come back to the parish council within one month to confirm if the defibrillator can be housed on the outside wall of the Church. The funding is in place and we just need confirmation of the location.</p>			07.20.07.02	KALC Zoom Meeting 29.06.2020	Lead Cllr Steve Sandys	<ul style="list-style-type: none"> • 25 attendees including Martin Cox leader MBC. • Pilot HGV Scheme – No action due to Covid. • Defer AGM to 2021 – Agreed. • Virtual 'Zoom' meetings to continue – Agreed. • Martin Cox – Leader MBC addressed the meeting for a considerable time expressing how well MBC had coped with Covid, 120 houses in High Street ward and among others Headcorn received help! Maidstone has been a model to other Councils in demonstrating help and dealing with Covid. • MBC incurred some£6m debt due to Covid. • Maidstone has demonstrated possibility to share offices, (with KCC), hold meetings by Zoom all of which could make MBC more efficient and make financial savings in the future. • Martin asked, 'what do Parishes need post Covid?' 		
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- Parish Liaison Group – Agenda matters to Geraldine Brown.
- Call For Sites – deferred to October, sites approved or not, nothing cast in stone, any site could apply post CFS program.
- 2018 – 2020 – Population statistics DOWN, (? less housing needed).
- NOTED – many new build houses NOT selling, (50% at Hampstead Lock and Vicarage Road Yalding still unsold having been on the market 18 months, despite price reductions!).
- Although we registered our frustrations about the poor quality broadband in the area the Chair appeared quite dismissive of these concerns.
- By attending Collier Street Parish Council was represented amongst the other Kent parishes.

07.20.07.03	Marden Minors FC.	Meeting with DG
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DG and SH met with MMFC to agree the siting of the football pitch. The parish council will need to consider the erection of keep nets to avoid stray footballs being kicked into the adjoining orchards. DG will endeavour to progress a grant application through Kent County Playing Field Association. The Clerk has received the clubs risk assessment and is happy with the content.

The government has issued guidelines that the parish council is advised to follow on 'Facility Usage' owing to Corvid 19. Some of the guidelines are not practical given the location and layout. The Clerk has ordered the appropriate signage and will ensure that these are affixed in the Car Park Area.

Once the club is fully established in its new home they plan going forward to involve the young persons of our parish in this new initiative.

07.20.07.04	Social Media Policy to be adopted	Lead The Clerk
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The members unanimously agreed the adoption of the Social Media Policy. This will be available to view in the policy section of the parish website.

07.20.07.05	Speedwatch	Lead SH
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Co-ordinated by: Victoria Relle and Sean Randell

01.06.2020 to 13.07.2020

Now 11 Volunteers

20 sessions - 393 vehicles exceeding limit.

10 Letters Issued

- Maximum Speed recorded in 30 limit 68mph
- Average speed is 39-40
- We have had a couple of abusive drivers.

VOLUNTEERS

- We are gaining numbers of volunteers, now up to eleven. If you are interested The Clerk has the email contact details. Please use the following email:

parish.clerk@collerstreetparishcouncil.co.uk

and The Clerk will ask Victoria or Sean to contact you.

- A leaflet drop will be made around village
- Circulated via the Neighbourhood Watch database

The Parish Council were very impressed and most appreciative of the efforts made by the Group.

SH advised the meeting that the Collier Street Group were the 3rd most active group in the Country – a great achievement by the team.

The Parish Council will use this information to lobby via the police forum and our MP.

07.20.07.06

Working in a Virtual Word - KALC Legal and IT Consultant Zoom Session

Lead The Clerk

KALC advised that the general feeling was that the Zoom meetings improve delivery and effectiveness. New NALC guidelines have been issued on the holding of remote meetings.

The legal advice was the parish council adopt S101 – delegated powers of the 1972 Local Government Act. The feeling was that by adopting both mechanisms of remote meetings and the adoption of Section 101 the Parish Council would be able to operate just as effectively as they did before the lockdown arrangements.

On general governance a reminder that the council must ensure that it has the authority, power and policies to act. NALC continues to lobby central government on the loss of income on councils owing to the Covid 19. Those council's using zoom were assured that increased security was due within 3 to 4 weeks. KALC envisaged at 6months of virtual meetings going forward.

07.20.07.07

Traffic Surveys, Sheephurst Lane, Longend Lane – for discussion.

Lead DG

	Resident Correspondence		
	The meeting unanimously agreed to obtain further quotations for the above traffic surveys to take place in September/October.		
	07.20.07.08	Coronavirus Update	Lead DS
	The latest Government guidelines have been uploaded onto the PC website		
	In general terms vulnerable persons in the parish were being assisted according to their own particular needs.		
	07.20.07.09	Delegation S.101. Of the 1972 LGA. Policy for adoption	Lead Clerk
	The meeting unanimously agreed to the adoption of Delegation Section 101 of the 1972 Local Government Act.		
	07.20.07.10	LORRY WATCH	Email
	Sean Randell unable to help with Lorry Watch – Do we advertise in the CSVNews?		
	The meeting agreed to observe how the new KCC HGV Lorry Watch pilot unfolds linked with the respective traffic surveys. CCTV After a further service visit there are no issues with the camera itself. It appears that some of the ports are blocked and the difficulty is that the server is owned by the school and their server/support is not giving the best of services. The system does not allow the user to retrieve stored information. The parish council discussed the possibilities of siting the camera at a different location and linked into another server. DG says the problem has gone on for long enough and we must find another solution.		
	07.20.07.11	CIL MONIES	Lead DG
	To discuss strategy and commence consultation with residents of the parish.		
	Under the Community Infrastructure Levy received as a result of new build developments in the area the parish is keen to seek the views of our residents as to how the monies should be spent. The PC is putting together a suggested wish list of possible projects as test cases and checking the scheme rules via the Borough Council prior to a public consultation with both hard copy surveys, using the various databases within the parish and possible use of survey monkey for online completion.		
07.20.08 Flood Committee Report	The IDB will be visiting the parish to discuss the 4 outstanding issues including the tree in the river issue.		Lead DG

	<p>The Chair of the IDB has now left his post and a new chair has been appointed. It is hope that with the changes to personnel the organisation will become more proactive. DG has been appointed Vice Chair to the Upper IDB.</p> <p>The Chairman announced that a text received during the meeting confirms a further central government grant of 5.2bn for flood defences.</p>																																					
07.20.09 Recreation Field Report	<p>The new play equipment is due for installation next week. Initially new pieces of equipment will be installed on the vacant safety surfaces.</p> <p>Signage as per government guidance is in place in view of Covid19.</p> <p>There is a damaged post on the footpath entrance to the field, the members agreed for this to be repaired at a cost of £165.00.</p>	Lead The Clerk																																				
07.20.10 HIGHWAYS	The Parish Highways Maintenance Plan is in place.	Lead DG																																				
07.20.11 FINANCE Accounts Reconciliation & Finance Reports	<table border="1"> <tr> <td colspan="3"><i>Copy documents sent electronically to all members in advance of the meeting.</i></td> </tr> <tr> <td colspan="3">01. BANK RECONCILIATION – June 2020</td> </tr> <tr> <td colspan="3">For members approval.</td> </tr> <tr> <td colspan="3">Members approved the bank reconciliation. Owing to this being a remote meeting, The Clerk will obtain the necessary confirmatory signatures in due course.</td> </tr> <tr> <td colspan="3">02. RECONCILIATION STATEMENT – June 2020</td> </tr> <tr> <td colspan="3">For members approval and sign off.</td> </tr> <tr> <td colspan="3">Members approved the reconciliation statement</td> </tr> <tr> <td colspan="3">03. RECORD OF PAYMENTS & RECEIPTS – June 2020</td> </tr> <tr> <td colspan="3">Members approved the June spends as detailed on the payment report.</td> </tr> <tr> <td colspan="3">04. BUDGET REPORT</td> </tr> <tr> <td colspan="3">For members approval</td> </tr> <tr> <td colspan="3">Members approved the budget report</td> </tr> </table>	<i>Copy documents sent electronically to all members in advance of the meeting.</i>			01. BANK RECONCILIATION – June 2020			For members approval.			Members approved the bank reconciliation. Owing to this being a remote meeting, The Clerk will obtain the necessary confirmatory signatures in due course.			02. RECONCILIATION STATEMENT – June 2020			For members approval and sign off.			Members approved the reconciliation statement			03. RECORD OF PAYMENTS & RECEIPTS – June 2020			Members approved the June spends as detailed on the payment report.			04. BUDGET REPORT			For members approval			Members approved the budget report			Lead Clerk /RFO
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07.20.12 APPROVAL FOR SPENDS	<table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>14.07.2020</td> <td>The Clerk</td> <td>£625.99</td> </tr> <tr> <td>14.07.2020</td> <td>HMRC</td> <td>£136.80</td> </tr> <tr> <td>14.07.2020</td> <td>Kent Playing Fields Association</td> <td>Paid Standing Order [Jan] £20.00</td> </tr> <tr> <td>14.07.2020</td> <td>Royal Mail – PO Box No</td> <td>352.50[G]</td> </tr> </tbody> </table> <p>The signing off of each invoice will be carried out post the Coronavirus pandemic. In the interim these will be presented for formal approval by members to enable the accounts to be paid in a timely manner.</p>	Date	Payee	Amount	14.07.2020	The Clerk	£625.99	14.07.2020	HMRC	£136.80	14.07.2020	Kent Playing Fields Association	Paid Standing Order [Jan] £20.00	14.07.2020	Royal Mail – PO Box No	352.50[G]	Lead Clerk /RFO																					
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	Members agreed the above detailed spends along with the payments as detailed on the RBS report which includes direct debit payments.	
07.20.13 Borough Councillor's Report	No Borough Councillor present.	
07.20.14 Village Hall	The Village Hall plans are progressing	Lead SH
07.20.15 Matters for Discussion at the Next Meeting	CIL monies	
07.20.16 Date of Next Meetings	Details of the next Planning Committee Meeting will be advised. Next virtual Full Council Meeting was agreed to be scheduled for Monday 14 th September 2020 commencing at 18.00hrs.	
The meeting concluded at 20:53		

Agenda Prepared by

ALAN CROCKER

Clerk to Collier Street Parish Council