

# MINUTES

## UNDER THE CORONAVIRUS ACT [2020]

### A VIRTUAL MEETING OF

### COLLIER STREET PARISH COUNCIL

Took place on Monday 9<sup>th</sup> November 2020


commencing at 6.30pm

<b>In attendance</b>	Cllr Dave Sealey
Cllr David Goff [Chairman]	Cllr Steve Sandys
Cllr Andrew Papas [Vice Chairman]	Parish Clerk/Proper Officer – Alan Crocker
Cllr Steve Braham	1 member of the public
Cllr Deborah Papas	

Councilor David Goff as chair, congratulated Jack Highwood on his successful appointment as Parish Councillor following the recent vacancy. The formal documentation is currently being completed. We received applications from five outstanding candidates for the position and following a structured interview, the scoring amongst the applicants were exceptionally close. Post interviews, full council felt that it would be of great benefit to the parish if we were able to harness their strengths and offer a position within the parish committees/projects and agreed that they would explore these opportunities during post interview feedback. The feedback interviews went well, and we would detail the roles have been agreed.

<b>SARAH PERKS</b>	<b>Lorry Watch, Co Ordinator</b>	A PC initiative, work already underway with risk assessments, methodology, completed and insurance covered. The Chair and Clerk will meet Sarah by Zoom in the next two weeks once KCC have accepted the aforementioned documents.
<b>CHARLIE COOPER</b>	<b>Flood Committee</b>	
<b>KELLY ANDERSON</b>	<b>Village Hall Project</b>	Finance and Governance
<b>BEN HALL</b>	<b>Village Hall Project Camera Project</b>	

<b>11.20.01. Apologies</b>	None received	
<b>09.20.02. Declarations of Interest</b>	None declared	
<b>11.20.03 PLANNING</b>	This section of the meeting was chaired by Cllr Dave Sealey, Chair of the Planning Committee.	
<b>11.20.03.01 20/504817/SUB</b>	Little Cheveney Farm, Sheephurst Lane, Marden TN12 9NX	
Submissions of details to discharge condition 3 [Materials] Subject to 19/504478/Full		
The Parish Council, by a unanimous decision, agreed to adopt a neutral stance.		
<b>11.20.03.02 20/504867</b>	Little Spitzbrook Farm, Haviker Street, Collier Street, Kent RN12 9RG	
Lawful Development Certificate for existing conversion of agricultural barn, into 1no. dwelling with building works.		
The Parish Council, by a unanimous decision, agreed to approve this application.		

<b>11.20.03.03</b> <b>20/504914</b>	Land North of Longend Lane, Collier Street, Marden, TN12 9SE	
Erection of detached agricultural/storage building in connection with the land.		
The meeting required further information and questioned the rationale of the applicant as to the proposed usage of the building given the fact that very few horses currently graze the site. The Clerk was tasked with speaking to the case officer, on the basis of use. A decision will then be made as to our comments as consultees'.		
<b>11.20.04</b> <b>POLICE REPORT</b> <b>Parish Council</b> <b>Monthly Update</b>	No reports received	PCSO Nicola Morris
<b>11.20.05</b> <b>Minutes of Previous Meeting/s to be approved</b>	<b>11.20.05.01</b> Minutes of the Virtual Full Council Meeting – 14 <sup>th</sup> September 2020.	
The meeting agreed the minutes of this meeting represented an accurate recording of the said meeting.		
<b>11.20.06</b> <b>Questions from members of the Public.</b>	<b>Public adjournment.</b> <b>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</b>	
No issues raised.		
<b>11.20.07</b> <b>Correspondence and Action Points</b>		
<b>Reference</b>	<b>Factor</b>	<b>Lead</b>
<b>11.20.07.01</b>	<b>Defibrillator</b>	<b>Lead DG</b>
<ul style="list-style-type: none"> <li>▪ Defibrillator delivered</li> <li>▪ Once installed, initially we will use the normal platforms to publish a link to U Tube for an instructional video. After the current lockdown is over, we will subject to the prevailing government guidelines arrange a 'physical meeting' for instruction on its use. This meeting will be announced on all platforms in the parish.</li> <li>▪ DG will obtain two quotations for the machine to be affixed to the Church wall and be wired up to protect it from frost damage.</li> <li>▪ The Clerk will enquire as to the costings for ongoing maintenance.</li> </ul>		
<b>11.20.07.02</b>	<b>Speedwatch</b>	<b>Lead AP &amp; DP</b>
	<p>It has been quieter during the shorter days and the initiative does not operate when the weather is wet. There has also been a shortage of volunteers.</p> <p>Nothing has drastically changed; drivers are still behaving irresponsibly on the B2162. We will be trying a different platform to recruit volunteers during the Spring. Average speed on the B2162 in the hot spots is 37/38mph against the norm of 30. The Kent Traffic Division quotes that drivers regularly drive at 40mph through restricted areas.</p>	
<b>11.20.07.03</b>	<b>Traffic Surveys, Sheephurst Lane, Longend Lane – for discussion.</b> Resident Correspondence	<b>Lead DG</b>

As the statistics are lengthy and detailed Cllrs Papas and Cllr Sealey will be summarising the findings for general publication and for use within our Traffic Management Plan. We will also supply copies to the Police and Crime Commissioner when full council meet with him on the 23<sup>rd</sup> November.

We will also prepare location sites covered by the traffic survey.

**Air Pollution**

It was agreed 5 For 1 Against 1 that the parish continue with the air quality monitoring device.

**11.20.07.04**

Coronavirus Update

**Lead DS**

Maidstone Borough Council will be writing to the clinically vulnerable, during Lockdown 2, giving contact details should they need assistance. The Parish Council has been involved on this occasion and contact details within parish will be included within the letter.

**11.20.07.05**

**CIL MONIES**

**Lead DG**

It was agreed by full council that now we have brought together the residents ideas on the possible projects for consideration under the CIL money levy, we create Focus Groups led by a Councillor/s with the objective of sharing ideas to establish exactly what the final project would look like, together with the appropriate costings. We will then be able to present to the residents the shared ideas during the further consultation period. We will be inviting those residents who put forward the various ideas to join the various groups. The Clerk will write to each group inviting them to a group meeting by **ZOOM** and under GDPR asking for permission to share their email details with the lead Councillor for this project only.

<b>PROJECT</b>	<b>LEAD</b>	<b>Contact details</b>
<p><b><u>FITNESS and WELLBEING</u></b></p> <ul style="list-style-type: none"> <li>Cricket and Football Team</li> <li>Additional Play Equipment canvassing views of behalf of the children of the parish.</li> <li>Adults keep fit equipment</li> </ul>	Cllr Steve Barham	<a href="mailto:steve.barham@collierstreetparishcouncil.co.uk">steve.barham@collierstreetparishcouncil.co.uk</a>
<p><b><u>HIGHWAYS AND COMMUNITY SAFETY</u></b></p>	Cllr Deborah Papas Cllr Andrew Papas	<a href="mailto:deborah.papas@collierstreetparishcouncil.co.uk">deborah.papas@collierstreetparishcouncil.co.uk</a> <a href="mailto:andrew.papas@collierstreetparishcouncil.co.uk">andrew.papas@collierstreetparishcouncil.co.uk</a>
<p><b>[In consultation with KCC]</b></p> <ul style="list-style-type: none"> <li>Pavements/Pathways/Footpaths</li> <li>Improved Street Lights</li> <li>Various Forms of Traffic Calming, Restrictions; Speed bumps; moveable cameras; flashing speed signs; Mirrors Haviker Street and Green Lane; Chicanes; Pinch Points; White Gates.</li> <li>Litter Signage</li> <li>Lorry Watch</li> <li>Speedwatch</li> <li>Bus Service</li> <li><b><u>BROADBAND</u></b></li> </ul>		
<p><b><u>VILLAGE HALL</u></b></p> <p>Plans are underway and we will be briefing once the new committee and trustees are appointed.</p> <ul style="list-style-type: none"> <li><b>Shop</b></li> </ul> <p><b><u>FLOODING</u></b></p>	Cllr David Goff	<a href="mailto:david.goff@collierstreetparishcouncil.co.uk">david.goff@collierstreetparishcouncil.co.uk</a>

**CARE IN THE COMMUNITY** – Will be visited as a separate project

**11.20.07.06 AFFORDABLE HOUSING**

With interest from a landowner The Clerk was tasked with contacting Action with Communities in Rural Kent for the housing enabler to provide more information for discussion as an upcoming meeting.

**11.20.07.07 POLICE AND CRIME COMMISSIONER.  
Virtual Meeting with Police and Crime Commissioner Monday 23<sup>rd</sup> November 2020 commencing at 6.00pm.  
Discuss and agree agenda items and who will ask the questions?**

The meeting agreed the format for the questions and for detailed information to be sent to the Commissioner in advance of the meeting.

**11.20.07.08 LORRY WATCH**

The Clerk has progressed a risk assessment document together with a method document and confirmation of insurance cover to be forwarded to KCC for the scheme to initiated by them. Sarah Perks will coordinate the project including the camera findings.

**11.20.09  
Flood Committee Report**

**Lead DG**

All but three homes have had flood resilience measures installed. Within Collier Street and Yalding 256 houses have had resilience measures installed costing more than £1.54m. The scheme had a 85% take up.

**11.20.10  
Recreation Field Report**

**Lead  
The Clerk**

We have received positive feedback on the new play equipment. CIL monies may allow us to add more equipment that would appeal to the older age groups. Three games of football have taken place. The contractor is cutting the grass at more frequent intervals, with the cost being borne by the Marden Minors Football Club.

**11.20.11  
HIGHWAYS**

**Lead DG**

There is an issue with the clearing of gullies and The Clerk has been tasked with establishing exactly where and how many gullies we have in the parish. Also details of the online reporting portal for any blockages. Drainage and Flooding not in the top six priorities within the KCC Consultation on Budgets. Coastal and Inland Flooding are 2<sup>nd</sup> and 3<sup>rd</sup> only behind a pandemic on the National Government Risk Register.

**Jarmons Lane Junction**

Feelings run extremely high over the safety of this junction; The Clerk will write to KCC Highways along the following lines.

- Install warning signs about the new road layout.
- A remedy to the safe negotiation onto to the B2162.
- Reinstall the directional posts.
- Reinstall the triangle.

We would appreciate a further site visit to hear the real local concerns in an endeavour to understand the depth of the problem from road users who use the junction daily.

The offending hedge will be cut back by a member of the parish council in consultation with the owner.

**11.20.13  
FINANCE  
Accounts Reconciliation & Finance Reports**

**Lead Clerk/RFO**

*Copy documents sent electronically to all members in advance of the meeting.*

**01. BANK RECONCILIATION – October 2020**

**Approved by members.**

**02. RECONCILIATION STATEMENT – October 2020**

**Approved by members.**

**03. RECORD OF PAYMENTS & RECEIPTS – October 2020**

**Approved by members.**

**04. BUDGET REPORT YTD October 2020**

**Approved by members.**

**05. PKF Littlejohn LLP., External Audit Report**

The following report has been uploaded onto the PC Website as per the legislative requirements.

**On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR),** in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

**Other matters not affecting our opinion which we draw to the attention of the authority:**

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

Regulation 12 (3) of the Accounts and Audit Regs 2015 (signing and approval of the statement of accounts for Category 2 authorities) requires the Responsible Financial Officer as soon as practicable after the date on which the authority complies with regulation 12 (2c) (re. accounts approved and signed following meeting) to do the following on behalf of the smaller authority: a) commence the period for the exercise of public rights in accordance with regulation 14 and regulation 15; and b) notify the local auditor of the date on which that period was so commenced. We note that Section 1, the Annual Governance Statement was approved on 8 June 2020 and Section 2, the Accounting Statements were approved on 8 June 2020, however the public rights period did not commence until 1 September 2020.

We fully appreciate the difficulties arising as a result of coronavirus restrictions; however, please consider the requirements of the Accounts and Audit Regulations 2015, when setting the date for the approval of the AGAR in relation to the public rights period in future years.

**Approved by members.**

**11.20.14  
APPROVAL FOR  
SPENDS  
Lead  
Clerk/RFO**

Date	Payee	Amount
28.10.2020	EDF Energy Street Lights	£126.00 [BACS]
10.11.2020	HMRC	£150.12
10.11.2020	Staff Payroll	£664.44
14.12.2020	HMRC [TBC]	TBC
14.12.2020	Staff Payroll [TBC]	TBC

Approved by members.

Members agreed to approve the staff payroll and HMRC payments by email for the month December when we do not meet.

**CCTV CAMERA**

The meeting discussed the quotations we received for changes to the CCTV camera. Cllr Deborah Papas proposed that we defer making any decisions until such times that we know that the information produced are acted upon. With will seek assurances from Matthew Scott on this subject.

**11.20.15  
Borough Councillor's Report**

No Borough Councillor present

**11.20.16  
Village Hall**

**Leads DG:AP:DP**

Plans are underway and we will be briefing once the new committee and trustees are appointed

**11.20.17**

**Matters for Discussion at the Next Meeting**

Footpaths and walking routes.

**11.20.18**

**Date of Next Meetings**

Next virtual **Full Council Meeting** scheduled for **Monday 11<sup>th</sup> January 2021** commencing at 18.00hrs. Full Council will only meet during December for any extraordinary items or planning consultee issues.

**Prepared by | ALAN CROCKER | Clerk to Collier Street Parish Council**