

MINUTES

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

Took place on
Monday 11th January 2021
commencing at 7.00pm

In attendance	Cllr Deborah Papas
Cllr David Goff [Chair]	Cllr Dave Sealey
Cllr Andrew Papas [Vice Chair]	Sarah Perks [Lorry Watch]
Cllr Steve Barham	Ben Ward [Village Hall]
Cllr Jack Highwood	Cllr Eric Hotson KCC Councillor
	Parish Clerk Alan Crocker

01.21.01 Apologies	None received	
01.21.02 Declarations of Interest	None declared	
01.21.03 PLANNING	Councillor Dave Sealey chaired this agenda item.	Lead DS
01.21.03.01	Application: 20/506134/LDCEX Yalding Little Spitzbrook Farm Haviker Street Collier Street Kent TN12 9RG	

Proposal: Lawful Development Certificate (Existing) for the substantial completion of building operations for a single dwelling. Applicant: Mr and Mrs Cox Contact Address: C/O IDE Planning F.A.O Nick Ide Lyndhurst Harlequin Lane Crowborough TN6 1HU

The Parish Council unanimously agreed, to take a neutral stance on this application

PLANNING RELATED MATTERS	1.Cllr Sealey briefed the meeting that the White Hart had successfully applied for the appropriate certificate in respect of the greater crested newts. 2. He reminded the meeting that comments in respect of the new Friday development should be with MBC by Friday 15 th . It was agreed the members would revert back to The Clerk in order that the parish council would meet the target date.
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01.21.04 POLICE REPORT Parish Council Monthly Update		PCSO Nicola Morris
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01.21.05 Minutes of Previous Meeting/s to be approved	Minutes of Full Council Meeting 9 th November 2020 Minutes of Planning Committee Meeting 7 th December 2020
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Minutes of these meetings were unanimously approved as representing an accurate recording of the said meetings

01.21.06 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
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No adjournment.

01.21.07

Correspondence and Action Points

Reference	Factor	Lead
01.21.07.01	Defibrillator Installation	Lead DG

The defibrillator is due for installation next week. By kind permission of the diocese, it will be affixed to the wall of St Margaret's Church. Following installation, the following action plan will be instigated:

- The supplier [post Covid] will arrange training on its use for up to 50 residents.
- In the interim, The Clerk will upload the u-tube instructional video onto the website as supplied by London Hearts.
- The ambulance authority will be advised that the Defibrillator has been installed.
- Maintenance Contracts have been put in place for the Defibrillator and the battery.

01.21.07.02	Speedwatch	Lead AP & DP
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This initiative has been temporarily suspended owing to the Covid 19 restrictions. It will recommence as soon as government guidelines allow.

Later in the meeting The Chairman requested that an article be prepared for inclusion in the Collier Street News.

01.21.07.03	Coronavirus Update	Lead DS
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On the parish website you will see the latest information that we have on the vaccine availability and location of the centres administering the vaccine. The note details the procedure.

01.21.07.04	CIL MONIES	Lead DG
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Focus Group Feedback

Health and Wellbeing

The focus group led by Cllr Steve Barham met recently. Whilst this initiative will feed naturally in other groups, feedback from the school indicates that gym type equipment is much favoured by many pupils. The school must limit the time of each individual user, in view of the lack of their equipment. Investigations are also taking place on permanent surfaces that can allow outside exercise to take place on the recreation field. Progress will be made towards and overall suggestions that will be included in the Community Infrastructure Levy Plan.

Village Hall

Cllr Goff is arranging a meeting with a new trustee with a view to establishing moving this project forward.

Highways and Community Safety

Cllrs Deborah and Andrew Papas led this workshop. The initial objective being to establish what highway and community safety scheme should be considered. Following this workshop a meeting was held with Kent County Council Highways. A paper has now been prepared on the suggestions that we would be able to take forward with approximate costings [given the various highways regulations and what measures are considered by them, as most effective]. Officers responsible for the various schemes were identified and contact details shared. Some research is yet to take place and we hope to have results by our next workshop. The paper prepared by Deborah and Andrew will be shared with the attendees of the workshop. The next Zoom workshop is scheduled for the 18th January.

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01.21.07.05	AFFORDABLE HOUSING	
We will revisit this at the next full council meeting.		
01.21.07.06	POLICE AND CRIME COMMISSIONER. Virtual Meeting with Police and Crime Commissioner Monday 23rd November 2020 commencing at 6.00pm.	
Discuss the action necessary in progressing issues with the operational control sections of the police.		
01.21.07.07	LORRY WATCH	
<p>✚ Appoint member to oversee this initiative.</p> <p>By unanimous decision Andrew Papas was appointed the member responsible for this initiative.</p> <p>✚ To receive report from the coordinator Sarah Perks.</p> <p>Again, this initiative has been thwarted by the escalation of the Covid 19 pandemic. Sarah reports that several volunteers have come forward and a What's App group has been formed. The majority of the equipment and reporting tools have been collected by Sarah from KCC and this initiative will recommence as soon as is possible given the current restrictions.</p> <p>Sarah agreed to prepare and insert an article in the Collier Street Village News.</p>		
01.21.08	Flood Committee Report	Lead DG
<p>2 recent flood alerts and 1 flood warning on the River Beult. 4 flood and 2 alerts in the last 12 months – a more serious situation. All praise to the EA who delivered 400 sandbags prior to Christmas – 250 had been taken during the first two alerts. The road closures progressed well. 61% of residents had signed up for flood warnings. A multi-agency meeting attended by the Chairman was arranged in a timely fashion. The roads have now been swept. Clarity is sought as to who has pumps within their properties. It was established that insufficient instructions were given in relation to personal flood protection and some faults have been identified with certain installations. There appears to be no legal obligation to advise new owners. 221 properties potentially flood in the parish. A consideration is that PFP should be checked annually. From a cost effective prospective it was suggested that one person be appointed to carry out these checks. The Chairman wished to clarify if CIL monies can be used to appoint a specialist company who could research a project on riparian ownership in the parish. The Clerk will seek clarification. The parish will have to match fund the project.</p>		
01.21.09	Recreation Field Report	Lead The Clerk
<p>The Clerk was tasked with endeavouring to find grant funding to cover the cost of maintenance on the recreation field car park. Cllr Jack Highwood will also endeavour to obtain quotations.</p> <p>The Clerk was tasked to confirm the renewal of the maintenance contract</p>		
01.21.10	HIGHWAYS	Lead DG
<p>In view of the Highway's issues, when Speed and Lorry Watch recommence, we will invite the Inspector of Police concerned with Highways safety to one of our Zoom meetings. Currently police seem to be deployed enforcing Covid restrictions and the effect that Brexit has had on the Highway Networks within Kent.</p>		

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01.21.12 FINANCE Reconciliation & Finance Reports	Accounts	Lead Clerk/RFO
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Copy documents sent electronically to all members in advance of the meeting.

01. BANK RECONCILIATION – December 2020

Members unanimously agreed the bank reconciliation.

02. RECONCILIATION STATEMENT – December 2020

The reconciliation will be wet signed when it is safe to meet with the Chairman

03. RECORD OF PAYMENTS & RECEIPTS – December 2020

Members unanimously agreed the record of payments and receipts.

04. BUDGET REPORT YTD December 2020

Members unanimously agreed the budget report.

05. PRECEPT 2021 – 2022

To discuss and agree the budget for the financial year 2021-2022

Members unanimously agreed to set the precept at £17806 equivalent to an increase in Council Tax to a Band D property of 0.88p per annum.

06. FINANCIAL REGULATIONS

To agree the adoption of the KALC Model Financial Regulations

The meeting unanimously agreed to adopt the KALC Model Financial Regulations, [subject to certain regulations that cannot currently be carried out during the current Covid 19 restrictions]. The parish council have adopted delegated powers.

PAYMENTS FOR AUTHORISATION

12.01.2021	The Clerk	£610.91
12.01.2021	HMRC	£140.40
12.01.2021	Society of Local Council Clerks	£144.00
12.01.2021	S M Mackay [when approved]	£465.00

The meeting unanimously agreed the above payments and those contained on the payment list attached to these minutes. These were circulated prior to the meeting for approval.

**01.21.14
Borough Councilor's Report [taken after 01.21.03]**

County Hall is currently closed, and the 8500 staff are working from home, where appropriate. KCC has published its budget to be agreed by mid-February. It is envisaged that this could result in an increase of 4.99%. The government agreed a 2% increase plus up to an additional 3% to spend on the care of the young and the elderly of the county. Increases vary widely across the country. A 1% increase yields and additional 7.3m. The increase will go some way to assist with the loss of income. Cllr Hotson raised the 'Friday's' new egg producing plant, the parish has prepared comments to meet the 15th January deadline. As from 1st January Cllr Hotson will stand as an independent for Maidstone Rural South. He covers 7 parishes. The members grant has been reduced to a total of £10,000 [shared with KCC colleagues].

01.21.15

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Village Hall	Leads DG: AP: DP
As covered in 01.21.07.04	
01.21.16	
Matters for Discussion at the Next Meeting	
Benover Paddock	
01.21.17	
Date of Next Meetings	
Next virtual Full Council Meeting scheduled for Monday 8th February 2021 commencing at 19.00hrs.	

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Schedule of Payments for the month of December 2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
10/12/2020	Staff Payroll	ET300	561.92	Staff Payroll
10/12/2020	BT Telephone Services	ET300A	65.99	BT Services
10/12/2020	Expenses	ET300C	23.56	Expenses
10/12/2020	HMRC	ET301	140.60	Tax December Payroll
10/12/2020	Homecraft DIY [D Goff Exps] Maidstone Borough Council	ET302	9.00	Keys for Recreation Field
10/12/2020	Streetlights	ET303	313.62	Diffus Tubes Jan to Dec 2020
10/12/2020	EDF Energy	ET304	66.00	2 of 2 Maintenance Contract
10/12/2020	1 & 1 Internet	ET305	89.62	December Street Lightng [Elec]
29/12/2020	Kent Association of Local Councils	CORP CARD	8.39	Corporate Email Account
29/12/2020	Kent Association of Local Councils	CORP CARD	84.00	2 x Training Zoom
29/12/2020	Kent Association of Local Councils	CORP CARD	60.00	1 x Dynamic Cllr [J Highwood]
			1422.70	

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