

MINUTES

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

Took place on Monday 12th April 2021,
commencing at 7.00pm

In attendance	Cllr Deborah Papas	Clerk Alan Crocker
Cllr David Goff [Chair]	Cllr Dave Sealey	2 members of the public
Cllr Andrew Papas [Vice Chair]	Cllr Steve Sandys	2 agents
Cllr Steve Barham	County Councillor Eric Hotson	
Cllr Jack Highwood	Claudine Russell Conservative Candidate for Borough	

Prior to the commencement of the meeting, the Chairman requested members and attendees to observe a minute's silence in memory of the late, The Prince Phillip, The Duke of Edinburgh who died on 9 April 2021 aged 99, he was the Queen's husband for 73 years and the longest serving royal consort in British history, the family's patriarch and a well-known figure in public life for two-thirds of a century. The Parish Council extend to Her Majesty, The Queen, our sincere condolences. A Book of Remembrance has been opened virtually on the Buckingham Palace Website. The link is shown on the parish website.

04.21.01 Apologies	PCSO Nicol Morris [off duty]	
---------------------------	------------------------------	--

04.21.02 Declarations of Interest	None declared	
--	---------------	--

04.21.03 PLANNING	This section of the meeting was chaired by the Chair of the Planning Committee Cllr Dave Sealey.	Lead DS
--------------------------	--	---------

The meeting discussed this application further. It is evident that the applicant has created a new entrance onto the highway which is not detailed within the application. We wish to have this issue clarified prior to us commenting on the application.

04.21.04 POLICE REPORT Parish Council Monthly Update	No update supplied	PCSO Nicola Morris
---	--------------------	--------------------

04.21.05 Minutes of Previous Meeting/s to be approved	Minutes of Zoom Full Council Meeting 8 th March 2021.	
--	--	--

The meeting formally approved the minutes of the above meeting as an accurate recording of the said meeting.

04.21.06 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	
---	---	--

Graham Fuller and David Harvey the agents for Reed Court Farm Hunton Road Marden Tonbridge Kent who propose the erection of a new free-range egg farm consisting of 3no. hen houses with extensive

outdoor ranges and fencing, formal vehicle access from Hunton Road and associated parking, landscaping, woodland and tree planting, drainage and other associated works were invited to address the meeting. They invited members of the parish council to visit and see first-hand how Reed Court Farm operate. Several of the members will be visiting. They reiterated that we are now in a second period of consultation. The parish council have uploaded their comments to the parish portal. Cllr Jack Highwood has also received assurances over the issue we raised with them, a précised version is as follows: -

Friday’s trucks and tractors can drive through Staplehurst because it is an A road. They will be routing all traffic from the A229 to Chainhurst and will not be coming through Collier Street. They stated that the margins on chickens were so low that they need to be efficient as possible and so all vehicles will take the same route. Chainhurst to Underling Lane, to A229 and then out to Maidstone or to their Staplehurst site. He said that he cannot account for human error but all of of their trucks and trailers have GPS tracking to make sure they keep to the most efficient and designated routes.

So while Chainhurst is going to see a relatively big increase in traffic we will not. He said’ he can guarantee we will see 0 vehicles from him on day to day operations'. He said we can complain to him if they do and he will put them back on track.

Smell.
He was asked about smell and he said that Collier Street will not be affected as they have 0 smell outside of 20m from a building. That is quite a claim and after some more discussion he has invited us or anyone who is interested to tour the Brenchley or Headcorn facility and see and smell for ourselves. The PC have arranged a visit.

**04.21.06.01
THE WHITE HART**

Update & Actions from the Community Interest Group

Ben Ward on behalf of the CIG briefed the meeting that the demolition fencing necessitates lorries to back up Green Lane and turn around at the school.

The PC will raise this issue along with the following: -

With Freight at KCC for them to be aware of the situation. We have identified the lorry concerned.

The planning approval complaint has passed to stage 2. Dependent on the result could be referred to the Ombudsman who has clear guidelines as to what he/she can investigate.

The planning process should protect and encourage the facilities within the community.

No consideration to the viability of a community owned public house.

Time is of the essence and it is quite apparent that the owner is prepared to demolish the building.

Further representations is to be made by the CIG.

Another issue is that in the event of flooding the drain has been prevented from being cleared, another action point for the PC to take up with the appropriate authority.

**04.21.07
Correspondence and Action Points**

Reference	Factor	Lead
04.21.07.01	Defibrillator Installation Update	Lead DG

The contractor has agreed to wire up the defibrillator free of charge since it is a community initiative. We thank them for their generosity. Once installed we will upload the u-tube video

explaining how to use the appliance and arrange training for some 50 residence as part of the purchase package. The Clerk will advise all of the emergency authorities of the installation.

04.21.07.02



LorryWatch

**Speedwatch & LorryWatch Joint Initiative
Reports from the Leads Sean Randell & Sarah Perks**

The team led by Sean Randell and Sarah Perks were thanked by the Chairman for the volume of activity within this initiative. Sean presented his report as follows:

Town/Parish Council Report for Collier Street Speedwatch Group.
Reporting between 12/03/21 and 12/04/21
Current Volunteers = 14
Summary for this Period
Number of Sessions this period = 16
Total Vehicles exceeding limit = 305
DVLA Valid vehicles = 233
Accuracy = 76%
Maximum Speed recorded in 30 limit = 50 mph(+66%)
Police Actions this Period
1st Record Observed = 186
Hand Delivered HD4 = 2
Letter Sent FO1 = 8
Letter Sent FO2 = 1
Letter Sent MO2 = 27
Letter Sent MO3 = 6
Superceeded = 3
Overall
My group started Recording* on = 17/06/20
Number of Sessions since start date = 118
Vehicles recorded exceeding limit since start date = 2609
Maximum Speed recorded in 30 limit = 68 mph(+126%)

The Chairman briefed the parish meeting on the meeting with both the Speedwatch Manager at Kent Police and the Lorry Watch Coordinator at KCC. In is now apparent now that police must be at the scene of an offence in respect of traffic regulations on the 7.5 tonne limit.

It was agreed that the PC now need to seek police assistance with both initiatives as it was agreed that the only way forward was to involve those with the power to enforce and more to the point to prosecute offenders.

04.21.07.03

Coronavirus Update

Lead DS

The parish website link is updated by central government.

04.21.07.04	CIL MONIES	Lead DG
Focus/Workshop Group Feedback		
<p>✚ Health and Wellbeing – Lead Cllr Steve Barham</p> <p>Cllr Steve Barham thanked Kelly Anderson for instigating a survey via What’s App. Overall the response was reasonably good and gave useful statistics. It was agreed that Cllr Barham would now prepare an article for the Collier Street News in order to gain further input.</p>		
<p>✚ Village Hall – Lead Cllr David Goff</p> <p>Cllr Goff had no replies from the CSN Advert for new Trustees for the Village Hall, He will now progress further meetings with the existing trustees and further meetings will be held.</p>		
<p>✚ Highways and Community Safety – Cllrs Deborah and Andrew Papas</p> <p>Cllr Goff, Cllr Papas and The Clerk met with the KCC Liaison and a KCC Engineer. We prepared a 10-point agenda and each side is to feed further information into the group once we have completed further research and costings have been prepared,</p>		
04.21.07.05	MARDEN MINORS FOOTBALL CLUB	
01. Discuss and agree the terms of the renewal of the contract and the annual fee payable.		
The meeting agreed to renew the contract and terms for MMFC in its original format and for the agreed fee of £200.00 per annum.		
02. Discuss and agree the payment for the use of the field for training.		
In view of the disruption to both the fixture list and the training session and the very few times the club used the field it was unanimously agreed that we would waive the small amount that would have been payable. The Clerk will brief the club accordingly.		
04.21.08	Flood Committee Report	Lead DG
<p>The Parish Council replied to the public enquiry on the Leigh Barrier and Cllr Goff has been invited to attend and speak on the paper.</p> <p>The reported trees on the Lesser Teise has been reported to the appropriate authorities. They will action the removal during the ‘short windows’ they have, influenced by the weather conditions and the crop growing cycle.</p>		
04.21.09	Recreation Field Report	Lead The Clerk
The contractors have recommenced the cutting of the recreation field.		
04.21.10	HIGHWAYS	Lead DG
<p>At the meeting with the KCC Highways Liaison and Engineers the following point were discussed.</p> <ul style="list-style-type: none"> ❖ Quite Lanes ❖ Illusional Road Markings – new perceived traffic calming ideas. ❖ Flashing speed signs ❖ Give Way signage ❖ Village White Gates ❖ Creation of Footpath Legislation ❖ Clarity on 5 tonne signs ❖ Jarmon’s Lane <p>On the next site the relevant issues will be further investigated.</p> <p>In the interim Cllr Goff and Papas, by way of clarity, will digitally capture the issues we discussed for further actions to be taken.</p>		
04.21.11	Car Park Maintenance	
The potholes in the Car Park have been filled and all of the loose road planings have been redistributed.		

04.21.12 Diffusion Tubes**Lead
Cllr Dave Sealy**

Owing to favourable readings over the last three year the members agreed that going forward we will not renew this initiative for the upcoming year.

**04.21.12
FINANCE
Accounts Reconciliation & Finance Reports**
Lead Clerk/RFO

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

04.21.12.01. BANK RECONCILIATION – March 2021

Members approved the bank reconciliation and Cllr Papas agreed that the on line accounts matched the report. The Corporate Card Account will be opened for viewing by Cllr Deborah Papas gling forward.

04.21.12.02. RECONCILIATION STATEMENT – March 2021

Cllr Goff will sign off the agreed reconciliation statement at the next one to one open air meeting.

04.21.12.03. RECORD OF PAYMENTS & RECEIPTS – March 2021
**04.21.13
Payment Details 01.03.2021 to 1.03.2021**

Date Paid	Payee Name	Ref	Paid	Transaction Detail
02/03/2021	AWCinRK	ET318	55.00	Membership 01.04 – 31.03.22
03/03/2021	EDF Energy	ET314	58.38	Street Lighting
09/03/2021	Staff Payroll	ET315	562.12	Staff Payroll
09/03/2021	BT	ET315	44.79	BT Telephone Services
09/03/2021	Home Office	ET315B	4.00	Home Office
09/03/2021	HMRC PAYE	ET316	140.40	HMRC PAYE
09/03/2021	Oasis	ET317	18.00	Secure Shredding 2 sacks
13/03/2021	KALC	CORP CARD	60.00	KALC Planning Conference Zoom Training [To be refunded]
22/03/2021	KALC 1 & 1	CORP CARD	25.00	
22/03/2021	Internet KALC	CORP CARD	8.39	Cllrs Emails GDPR
22/03/2021	Training KALC	CORP CARD	30.00	Zoom for Beginners Dynamic Cllr Course J
22/03/2021	Training KALC	CORP CARD	60.00	Highwood
22/03/2021	Training KALC	CORP CARD	42.00	Finance AGAR 2020-21
			1108.08	

Members agreed the payments as detailed. [circulated in advance of the meeting].

04.21.12.04. BUDGET REPORT YTD – March 2021

Members approved the budget reports circulated in advance of the meeting.

04.21.12.05. CONFIRMATION YR END CLOSEDOWN 08.04.2021

The year-end closure and carryover the 2021-2022 went smoothly with Rialtas Software, with no issues arising. All end figures year figures were verified. Back-up copies of various documents were prepared by The Clerk as requested by Rialtas.

04.21.12.06 AUDIT TIMELINE – AUDITING SOLUTIONS [Internal] PKF LITTLEJOHN [External]

The audit deadline for PKFL is the 2nd of July. Members will be requested to approve the AGAR and supporting reports at the full council meeting on the 17th of May 2021.

04.21.12.07 Internal Audit Report.

Members approved the internal audit report.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken, the Council has again maintained adequate and effective internal control arrangements during the year. We are pleased to acknowledge the quality of records maintained by the Clerk and thank him for his assistance, which has ensured the smooth progress of our review process. We have completed and signed the 'Annual Internal Audit Certificate' in the year's AGAR, having concluded that, in all significant respects, the relevant control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Recommendation

Response Review of Expenditure & VAT R1

The Council minutes should include detail of all payments being approved whether due for payment following the meeting or retrospectively, be payment made online, by Corporate Card, Standing Order or Direct Debit, ideally also identifying the transaction reference according to the Alpha software.

Fixed Asset Registers R2

Consideration should be given to the development of a photographic register of the Council's asset stock to assist any potential insurance reclaims or police investigations in the event of theft or damage to Council property.

PC Note The Parish Council has already initiated this recommendation and has almost finalised a digital asset register. This will be presented with the internal audit for next year.

04.21.13 PAYMENTS TO BE MADE BY ELECTRONIC TRANSFER FOR APRIL 2021.

13.04.2021	The Clerk	£610.91
13.04.2021	HMRC	£140.40
13.04.2021	RIALTAS BUSINESS SOULTIONS	£180.00
13.04.2021	Luke Lee & Son	£1680.00 gross
13.04.2021	Auditing Solutions	£390.00 gross

Members approved the electronic payments as detailed

04.21.14

Borough Councillor's Report

Cllr Hotson praised the Speedwatch and Lorry Watch Teams for the level of activity on these initiatives. Regrettably, other adjacent parishes were suffering from the same issues without such proactive initiatives. Following a meeting with the Chief Constable, the Rural Task forces are to be reinstated. We now need to gather a few more statistics and will approach this initiative for some enforcement manpower.

I have been involved with the massive volume of lobbying on the White Hart, together with Helen Grant. We now await the result of the second stage complaint and the further action that the CIG Group will consider. The next stage would be considering referral to the Ombudsman.

With elections pending on 10 May 2021, this could be my final meeting. I wish to extend to all members of the parish council and The Clerk my sincere thanks for our all-pleasant working relationships and the help we have afforded each other. The Chairman thanked Eric for all his past help, whilst we wait for the election results.

**04.21.15
Village Hall**

Covered previously.

**04.21.16
Matters for Discussion at the Next Meeting**

Village Picnic

**04.21.17
Date of Next Meetings**

Next virtual **Full Council Meeting** scheduled for **Monday 17th May 2021 AGM commencing at 18.45hrs followed by APM.**

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

DRAFT