

# MINUTES

## FULL COUNCIL MEETING

Monday 13<sup>th</sup> September 2021

Orchard Room, St Margaret's School, Collier Street

commencing at 7.00pm

In attendance

Cllr David Goff [Chair]	Cllr Steve Sandys
Cllr Andrew Papas [Vice Chair]	Cllr Dave Sealey
Cllr Steve Barham	Borough Cllr Claudine Russell
Cllr Jack Highwood	Parish Clerk Alan Crocker
Cllr Deborah Papas	1 member of the public

### 09.21.01

Apologies PCSO Nicola Morris [on leave]

### 09.21.02

Declarations of Interest

None declared

This section of the meeting will be chaired [if applicable] by the Chair of the Planning Committee.

### 09.21.03

#### PLANNING

**ADDRESS:** White Hart, Claygate, Marden, TN12 9PL

**PROPOSAL:** Erection of 4 no. dwellinghouses (2no. pairs of semi-detached dwellings), with creation of new access, associated parking, and turning area, hard/soft landscaping and landscape/biodiversity improvements (revised scheme:20/503935/Full).

After debate, members of the parish council agreed to adopt a neutral stance on this application, however they wish the planning officer to be mindful of the following issues: -

- We queried and agreed to request clarification as the latest proposal appears to extend further east (towards the main road) than the former footprint and whether as a result this would be considered as being dangerously close to the road on a corner that has seen several accidents of late - particularly as they would need a further 'wide berth' during construction.
- We have concerns over the sight lines of residents exiting Spenny Lane.
- The drainage in the 'lay by' at the front of the property is blocked and we therefore have concerns as to how the developers will deal with surface water and how this drain would be replaced in future if they were to be building over it.

These planning applications were dealt with under delegated powers Section 101.

<b>21/504159/Full</b>	<b>ADDRESS:</b> Pippins Sheephurst Lane Marden TN12 9NY <b>PROPOSAL:</b> Erection of a two-storey side extension, consisting of a double garage and upstairs a master bedroom with ensuite.	Comments by 09.09.2021
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The Parish Council adopted a neutral stance

<b>21/504161/Full</b>	<b>ADDRESS:</b> Little Cheveney Oast, Little Cheveney Farm, Sheephurst Lane <b>PROPOSAL:</b> Erection of a single-storey pool house.	Comments by 08.09.2021
<b>21/504162</b> also refers to same listed building, consent is needed as its adjacent to a listed building. The Parish Council adopted a neutral stance		
<b>21/504087/LAWPRO</b>	<b>ADDRESS:</b> Church Farm, Unit 7, Collier Street, TN12 9RT <b>PROPOSAL:</b> Lawful Development Certificate for a proposed outbuilding with B8 storage and distribution use with the construction of an access track and remodelling the pond.	
The Parish Council have concerns that the pond referred to in this application is contaminated and its outfall runs into a further pond, a major consideration in flood conditions. Our understanding is that under permitted development rights a building must be in situ, why in this case have the planning department not requested a full planning application.		
<b>21/503939/Full</b>	<b>ADDRESS:</b> The Retreat, Collier Street, Tonbridge, Kent TN129RL <b>PROPOSAL:</b> Erection of first floor side extension with a dormer to the front and a two storey rear extension together with a first floor rear extension.	Comments by 06.09.2021
The Parish Council adopted a neutral stance		
<b>21/504041/Full</b>	<b>ADDRESS:</b> 2 Claygate Cottage's, Claygate, Marden, TN12 9PL <b>PROPOSAL:</b> Demolition of rear conservatory and erection of single storey rear extension.	Comments by 06.09.2021
The Parish Council adopted a neutral stance		
<b>21/504335/Full</b>	<b>Address:</b> Bridge House, Collier Street, Tonbridge, TN12 9SD <b>Proposal:</b> Conversion of outbuilding to ancillary residential use, with associated external alterations.	Comments by 14.09.2021
The Parish Council adopted a neutral stance		
<b>21/504034/Full</b>	Address: The Hopping Farm, Brandenbury Farm,	Comments 07.09.2021
The Parish Council adopted a neutral stance		
21/504491/Full	Address: The Bungalow, Green Lane, Yalding, TN12 9RB Proposal: Erection of cattle shed/storage barn.	Comments 21.09.2021
The Parish Council adopted a neutral stance		
<b>09.21.04 Minutes of Previous Meeting/s to be approved</b>	No formal meetings for July and August. Council decision dealt with under delegated powers Section 101.	

**09.21.06  
Correspondence and Action Points**

Reference	Factor	Lead
<b>09.21.06.01</b>	<b>Defibrillator</b> Installation Update	<b>Lead DG</b>

The defibrillator will be in situ next week. This will then trigger training sessions for residents, and the Clerk will notify the emergency authorities. A link to a utube video will be uploaded onto the website.

<b>09.21.06.02</b>	<b>CIL MONIES</b>	<b>Lead DG</b>
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**Focus/Workshop Group Feedback**

✚ Health and Wellbeing – Lead Cllr Steve Barham

The group await the results of the survey carried out at the school. Upon receipt a further meeting of the focus group will be held.

✚ Village Hall – Lead Cllr David Goff

Quotations have been received for electricity supplies to the new site. Other uses have been identified for the recreation field on a regular basis which would help the bidding process for additional funding.

DG will follow up the issue of rats in the old site.

✚ Highways and Community Safety – Cllrs Deborah and Andrew Papas

Need to send a chaser to KCC Highways Liaison for quotations on the proposed Highway improvements suggested during the focus group meetings plus additional issues that have been identified, with the current focus on speeding and lorry watch. The Highway Improvement Plan will be suitably updated to reflect these additional factors.

DG will attend the upcoming Ward Cluster 6 - Headcorn, Marden and Yalding, Staplehurst, Community Safety Meeting on the 12<sup>th</sup> of October. Amongst other speakers, members of MBC, Borough Councillors and the Police will be represented.

The Clerk was tasked with writing to the Marden Business Forum again asking for their input into the lorry watch issues.

The Chairman wished to record his thanks to the volunteers involved in both initiatives for their excellent work.

The PC much appreciated the hedge maintenance that had been carried out by Cllr Jack Highwood.

<b>09.21.06.03</b>	<b>MARDEN PRIMARY ACADEMY 24.08.2021</b>
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Investigatory discussions are taking place between Marden Minors/Seniors and the Marden Primary Rugby Academy over the usage of the recreation field. The matter will be discussed by full council once the results of these discussion are known.

<b>09.21.06.04 HIGHWAYS</b>	<b>Lead DG</b>
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Need to brief Highways /Update Highway Improvement Plans on agreed actions 'blueprint' from Cllrs Andrew and Deborah Papas.

**Speed Watch** DG reported that he had spoken with Sean Randell as he and his team are frustrated by repeat offenders and vehicles with no tax and insurance and no apparent action.

**Lorry Watch.** Sarah Perks and the volunteers are frustrated by all the information being submitted to KCC Highways with no action appearing to follow the reports. It is time consuming logging all the info and checking the various axles of the lorries.

Time and effort with little or no feedback although Staplehurst Transits have gone after action. James Powell from the Community Safety Unit has been temporarily seconded elsewhere in the force. He had promised police involvement in the village on at least 4 occasions per month. Discussed the plans put forward by John Wilson who proposed cameras might be provided to each PC.

DH will have a discussion with Yalding PC about their actions.

Three crashes reported in the Village

One at White Hart

One at the school

One at Junction of Jarmon's Lane and B2162

A meeting is to be arranged between DG; DP; and AP.

**09.21.06.05 Car Park Maintenance**

Waiting members grant application following meeting with Cllr Lottie Parfitt-Reid

The Clerk was tasked with chasing the matter.

**09.21.06.06 Kent Plan Bee Newsletter**

Lead DS

It was suggested by DS that certain locations in the parish be considered for the planting of wildflowers at a cost of some £150 per kilo. The PC is open to any other suggested sites. No reply has been received from Kent Bee Plan. Cllr Claudine Russell agreed to follow up the matter. The bund on the B2162 is cut once a year, there is an issue with a tree being too near to the road which needs to be addressed. Need to look at plans for the whole bund.

**09.21.07  
FINANCE  
Accounts Reconciliation & Finance Reports**

**Lead  
Clerk/RFO**

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

**09.21.07.01. BANK RECONCILIATION – August 2021**

Following a proposal by DP, seconded by AP the members approved the bank reconciliation.

**09.21.07.02. RECONCILIATION STATEMENT – August 2021**

Members approved, and DG signed off the reconciliation statement.

**09.21.07.03. RECORD OF PAYMENTS & RECEIPTS – August 2021**

Following a proposal by SB, seconded by AP, members approved the detailed payments.

**09.21.07.04. BUDGET REPORT YTD – August 2021**

Following a proposal by DP, seconded by SS members approved the budget report.

<b>09.21.07.05 PAYMENTS FOR AUTHORISATION</b>				
14.09.2021		Staff Payroll		£1260.76
14.09.2021		HMRC		£293.80
14.09.2021		Unipar Services – Payment to The Collier Street News Account		£73.20
Following a proposal by DP, seconded by AP, members approved these payments.				
<b>09.21.07.05 HSBC Introducing a Small Business Banking Account</b>				
With a charge of £8.00 per month from 1 <sup>st</sup> November 2021.				
In view of other banks introducing charges, it was agreed that we remain banking with HSBC.				
<b>09.21.07.06</b>				
<b>The Clerks Appraisal and Salary Review</b>				
Following a proposal by DG, seconded by SS, the meeting approved, that following The Clerk's Appraisal, the salary band is increased to SCP 24 and the appropriate arrears of salary to be paid. The working paper had been circulated to all members by the Chairman for approval on the calculations, and they will be held on his personnel file.				
<b>09.21.07.07</b>				
<b>Payment Details 01.08.2021 to 31.08.2021 [For information and retrospective approval].</b>				
<b>Date</b>	<b>Type</b>	<b>Description</b>	<b>Amount</b>	<b>Balance</b>
19-Aug-21	DD	COMMERCIAL CARD	-80.38	82995.86
11-Aug-21	BP	HMRC PAYE/NIC CUMB120PV004463301504	-140.40	83076.24
11-Aug-21	BP	ALAN CROCKER COLL ST PARISH CNC	-610.91	83216.64
05-Aug-21	DD	EDFENERGY CUST PLC	-23.94	83827.55
Following a proposal by DP, seconded by AP members approved these payments retrospectively.				
<b>09.21.08</b>				
<b>Borough Councillor's Report – Cllr Claudine Russell</b>				
Confirmed that we had met with Quatro – the agents for the proposed Solar Energy Farm. We expressed our severe reservations about potential flooding, and they have promised to share the FRA prior to the submission of the plans. The Strategic Planning and infrastructure document from MBC is due by the 4 <sup>th</sup> October 2021. The Yalding Enterprise Park is being redeveloped. KCC Highways had no concerns. We discussed the upcoming Ward Cluster 6 – Community Safety issue and the parish have submitted several agenda items, including speed watch and lorry watch. The new executive system is currently going through the governance section of MBC. Consultation has taken place on the suggested re-election of the whole of KCC members every four years. There also several events that will be taking place that can viewed on the MBC website. Cllr Lottie Parfitt – Reid has been appointed to the Kent County Flood Forum.				
<b>09.21.09</b>				
<b>County Councillor's Report – Cllr Lottie Parffit-Reid</b>				
Not present				
<b>RECREATION FIELD</b>				
Hedge cutting will commence shortly. Marden Minors up and running again They have asked to be involved in the ongoing Village Hall project and are looking into funds that may be available to help with the build for sport related activities.				

Chair has met with them and will invite them to the next Village Hall Meeting.  
Car taken by Police following a reporting to them of it driving badly on the Car Park

### **VILLAGE HALL**

Quotes being obtained for Water, Gas and Electric to the site  
Meeting to arranged in next couple of weeks

### **FLOODING**

3 Training events being planned on Zoom for Flood Wardens

**23 Sept 2021** Groundwater Flooding

**19 Oct 2021** Surface Water Flooding

**16 Nov 2021** Flood Warden Insurance

**7 Dec 2021** Kent Volunteer Sector 7.30 to 8.30

Invites should have gone to Wardens direct

Sandbags have been removed from the Car Park

### **09.21.11**

#### **Date of Next Meeting**

The next Parish Council Meeting, currently planned as a physical meeting, is scheduled to take place on Monday 11<sup>th</sup> October 2021 in The Orchard Room St Margaret's School, commencing at 7.00pm

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