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| **MINUTES****COLLIER STREET PARISH COUNCIL**Orchard Room, St Margaret’s School on Monday 8th November 2021 commencing at 7.00pmIn attendance

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

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| **11.21.01** **Apologies** | Cllr Claudine Russell, PCSO Nicola Morris. |  |
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| **11.21.02** **Declarations of Interest** | None declared  |  |
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| **11.21.03****PLANNING** | This section of the meeting was chaired by the Chair of the Planning Committee.  |   |
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| **11.21.03.01** | **21/505330/Full****Huffkin Oast Forsters Farm Benover Road Yalding** |  |
|  | * Erection of front garden office/gym building
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| The Parish Council mutually agreed to take a neutral stance on this application |
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| **11.21.03.02** | **21/505508/PNEXT****Spitzbrook Cottage Haviker Street Collier Street Tonbridge Kent**  |  |
|  | Prior notification for a proposed single storey rear extension which: a) Extends by 4.5m beyond the rear of the original dwelling b) Has a maximum height of 3m from the natural ground level c) Has a height of 2m at the eaves from the natural ground level |  |
| The Parish Council mutually agreed to take a neutral stance on this application |
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| **11.21.03.03** | **21/505585/AGRIC****Spenny Farm Spenny Lane Marden Tonbridge Kent**  |  |
|  | Prior notification for the erection of 1 no. agricultural building for storage of forage, fertiliser and machinery. For its prior approval to: - siting, design and external appearance. |  |
| The Parish Council mutually agreed to take a neutral stance on this application |
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| **11.21.03.04** | **21/505792/Sub****The Retreat, Collier Street, Tonbridge, Kent TN12 9RL** |  |
|  | Submission od details to discharge condition 4 – biodiversity enhancement scheme and condition 5 decentralised and renewable or low Carbon sources of energy. |  |
| The Parish Council mutually agreed to take a neutral stance on this application |
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| **11.21.04** **Minutes of Previous Meeting/s****to be approved** | Minutes of Full Council Meeting 11th October 2021 |
| The meeting unanimously agreed that minutes of the above meeting represented an accurate record of the said meeting.  |
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| **11.21.05****Correspondence and Action Points**

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| Reference | Factor | Lead |
| **11.21.05.01** | **Defibrillator** Installation Update | **Lead DG** |
| The defibrillator is scheduled to be installed this week. Once installed * The emergency services will be advised of full details of the appliance and the location
* A You Tube instructional video will be uploaded onto the website
* Subject to any changes in the governments guidance, a local training session will be arranged in the use of the machine.
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| **11.21.05.02** | **CIL MONIES** | **Lead DG** |
| **Focus/Workshop Group Feedback*** **Health and Wellbeing – Lead Cllr Steve Barham**

With the help of the local school a very useful survey has been carried out focusing on usage of the existing play equipment, and views on possible new equipment. The survey results will published in the CIL spend plan that will be published within the next few months.* **Village Hall – Lead Cllr David Goff**

A meeting has been arranged for next week and Ben Ward will chair the meeting. * **Highways and Community Safety – Cllrs Deborah and Andrew Papas**

We are waiting the finalisation of the suggested costings discussed within the CIL focus group. These have been delayed owing to KCC Officers not travelling into the parish, owing to Covid guidelines. A new Highways Improvement Plan Template has been completed and forwarded to KCC Highways.  |

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| **11.21.05.03 HIGHWAYS** |  | **Lead DG** |
| Brief on Highways Highway Improvement Plan  |
| A new template has be designed by KCC Highways. The Highway improvement issues have been prioritised. DP and AP will progress the audit of signage on the parish. |
| **11.21.05.03.01****LORRY WATCH and SPEEDWATCH UPDATE** |
| A letter was received by the parish from the speed-watch coordinator, the meeting discussed and agreed the format of a reply. The Clerk was tasked with producing a draft reply for approval prior to being sent to correspondent. It was established that we need to tackle the issues of overgrown vegetation, DG will arrange a visit from the Highways Steward to identify the areas that need attention and JH has volunteered to take appropriate action on the identified locations. The meeting visited the actions points from the meeting between Lorry and Speed Watch:-No list has been received from Sarah Perks on the regular offenders [ Lorry Watch]Reply awaited from Lottie Prafitt-Reid [KCC Councillor]Action taken by Claudine Russell [some issues still outstanding]The Clerk has eventually received contact from KCC Freight but still awaits further clarity on the action points taken from that meeting. The Officer only works part time and is currently unwell.**WARD CLUSTER 6 ACTION PLAN – SAFER MAIDSTONE PARNERSHIP**DG briefed the meeting on the latest meeting focusing on Community Safety and Nuisance concerns in relation to Headcorn, Marden, Yalding and Staplehurst. Shared purpose* Increase engagement and understanding between all parties regarding Community Safety, including anti-social behaviour, and neighbour nuisance, within each cluster.
* Ensure that an evidence-based approach is taken in addressing concerns within communities.
* Share initiatives and operational information, where appropriate and relevant to each cluster.
* To encourage member, officers and police officers to work collaboratively, report and prevent crime within each cluster.

The meeting prepared action plans on the following issues.* Lack of clarity over who Cllrs should contact about ongoing day to day concerns.
* Community Tension Issues
* Unreported Anti-Social Behaviour due to fear/lack of response by 101.
* Fear in the evenings.
* Pattenden Lane – Illegal Parking Issues.
* Speeding in Rural Communities.
* Fly Tipping and Litter.
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| **11.21.05.04 Car Park Maintenance** |  |  |
| The KCC member’s grant has now been received via Cllr Lottie Parfitt-Reid and confirmation obtained that the balance of the funds needed can be claimed from the Community Infrastructure Levy monies. |
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| **11.21.05.05 Fees for transfer of Recreation Field Land to St Margaret’s Church** |
| The parish council discussed the matter of legal fees in respect of the transfer of a portion of the recreation field to St Margaret’s Church for an extension to the burial ground. From the start of negotiations St Margaret’s PCC agreed to pay both sides legal fees in respect of the land transfer. The Clerk had reaffirmed this by legal correspondence, copies of which will be sent to the PCC. The meeting unanimously agreed that owing to the current financial situation the parish council is regrettably unable to consider the request to pay both parties legal fees. The Clerk has also studied the terms and conditions of the Community Infrastructure Levy and discussed the matter at length with Maidstone Borough Council CIL Officers and they will not consider monies being used for legal fees in connection with land transfer. |
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| **NEIGHBOURHOOD WATCH** |
| The coordinator, Barbara Grandi reported two incidents in Pike Fish Lane. **05.11.2021** – Caravan stolen from the garden of a property**05.11.2021** - House broken into some jewellery and a black Mercedes 4x4 stolen. Her good advice is to be extra careful now we have longer dark evenings and make thefts as difficult as possible for prospective perpetrators. Another good tip to consider if you are fully insured for all items, some of which may need to be individually specified on a contents policy.  |
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| **11.21.06****FINANCE Accounts Reconciliation & Finance Reports** | **Lead Clerk/RFO** |
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| Copy documents sent electronically to all members in advance of the meeting. |
| **11.21.06.01**. **BANK RECONCILIATION** – October 2021 |
| Following a proposal by DS, seconded by DP, the meeting approved the reconciliation statement. |
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| **11.21.06.02**. **RECONCILIATION STATEMENT** – October 2021 |
| Following a proposal by DS, seconded by DP, the meeting approved the reconciliation statement. |
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| **11.21.06.03.** **RECORD OF PAYMENTS & RECEIPTS** – October 2021 |
| Following a proposal by DS, seconded by DP, the meeting approved the reconciliation statement. |
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| **11.21.06.04.** **BUDGET REPORT YTD** – October 2021 |
| Following a proposal by DS, seconded by DP, the meeting approved the budget statement. |
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| **11.21.06.05 PAYMENTS FOR AUTHORISATION** |
| 09.11.2021 | Staff Payroll | TBC |
| 09.11.2021 | HMRC | TBC |
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| Following a proposal by DS, seconded by DP, the meeting approved the reconciliation statement. |
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| **11.21.06.****Payment Details 01.10.2021 to 31.10.2021 [For information and retrospective approval].** |
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| **Date** | **Type** | **Description** | **Amount** |
| **03-Nov-21** | **CR** | **KCC PAYMENT ACCOUN** | **500.00** |
| **19-Oct-21** | **DD** | **COMMERCIAL CARD** | **-20.39** |
| **13-Oct-21** | **BP** | **Collier Street Par Collier St PC** | **-73.20** |
| **12-Oct-21** | **BP** | **MR S M MACKAY COLLIER ST PC INV** | **-12.00** |
| **12-Oct-21** | **BP** | **HMRC PAYE/NIC CUMB120PV004463301504** | **-150.08** |
| **12-Oct-21** | **BP** | **ALAN JAMES CROCKERCOLLIER ST SALARY** | **-711.00** |

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| Following a proposal by DS, seconded by DP, the meeting approved the above detailed payments.DS tasked the Clerk with checking with PKFL, our external auditors the upcoming fees for this financial year – the primary issue is that the CIL monies should not be included in this year’s receipts, as one of the knock impacts is that we could be charged more for the audit fees by the external auditors. |
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| **11.21.07****Borough Councillor’s Report**  |
| **MBC Members Report from Cllr Claudine Russell****Dated: November 2021****SPI Committee**The consultation is open for the Local Plan Review and is open until the 13th December 2021. Representations can be made on the online consultation portal https:maidstone-consult.objective.co.uk/portal/ or following the format of the representation form and emailed to ldf@maidstone.gov.uk or by post to Strategic Planning, Maidstone Borough Council, Maidstone House, King Street, Maidstone, ME15 6JQ.**Ward Cluster 6 Meeting**The ward cluster 6 meeting was held – it was a good meeting with the police although we are yet to see the minutes from the discussion or the updated action plan for our cluster following on from the discussion. I have chased Martyn Jeynes on this, and he has said that he will issue the revised action plan shortly. There was also a contact list for Parish Councils.**Speedwatch/Lorrywatch**I attended a meeting with John Wilson from East Farleigh regarding the lorry watch scheme – he was having a meeting with KCC last week and will be updating me regarding progress. I have emailed Yalding Parish Council to ask what they are doing and whether they would like to join forces – I’m awaiting an answer.**Police/Women and Childrens safety in Open Spaces Event**I still have spaces left if anyone wants to attend this evening. There will be presentations from the police and then they are really looking for helpful discussion from the audience regarding the feelings around safety and how it can be improved. It is on the 10th November at the Maidstone Mercure Hotel 6-8pm but please email me if you want to go as I need to send attendees information on to the police.Please feel free to contact me for any help with issues via email claudinerussell@maidstone.gov.uk and I am more than happy to attend a meeting to discuss any issues.  |
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| **11.21.08** |
| **County Councillor’s Report – Cllr Lottie Parfitt-Reid** |
| No attendance |
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| **11.21.09 Recreation Field Maintenance** |
| The hedging has now been cut and the contractor will consider if a further grass cut is necessary. |
| **11.21.09.01 – Routine Inspection Checklist received from RoSPA Play Safety.**  |
| DG has now accepted responsibility for the regular checks of the play equipment. RoSPA have supplied an audit sheet for this purpose. |
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| **11.21.10 Flooding Update** |
| DG reports that the NFF have successfully applied for funding for developing approved projects in the parish* A mapping system
* For the flood action group?

Four people in the parish are mapping the drains, some 20 need to identified. NFF will upload a resultant programme, with the objective of enabling residents or other interest parties to report issues on line. |
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| **OTHER ISSUES****Dandara**DG had written to the developers at Dandara on three occasions without reply over the sewerage issues.**Fire Hydrants**DS has inspected the 16 in the parish and will feedback on the adequacy of signage in case they are needed by the appropriate agencies.**The Queen’s Platinum Jubilee Party Celebration**Various organisation’s will be contacted in an endeavour to gauge interest in holding such an event. |
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| **11.21.10****Date of Next Meeting**The next Full Council Meeting, scheduled as a physical meeting, will take place in The Orchard Room, St Margaret’s School, Monday 10th January 2022 commencing at 7.00pm. |
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