

MINUTES

COLLIER STREET PARISH COUNCIL

Full Council Monday 11th October 2021
commencing at 7.00pm

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

10.21.01 Apologies	Cllr Deborah Papas, Cllr Dave Sealey joined the meeting at 7.15pm	
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10.21.02 Declarations of Interest	None received	
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10.21.03 PLANNING	This section of the meeting will be chaired [if applicable] by the Chair of the Planning Committee.	
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10.21.03.01	Application: 21/504956/LDCEX Address: Spitzbrook House, Haviker Street, Collier Street Proposal: Lawful development certificate[existing] for erection of a garage.	Lead DS
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The Parish Council agreed to a neutral stance.

10.21.03.02	Application: 21/504957/LDCEX Address: Spitzbrook House, Haviker Street, Collier Street Kent Proposal: Lawful development certificate[existing] to regularise the change of use from agricultural use to residential use.	
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The Parish Council agreed to a neutral stance.

10.21.03.03	Application 21/505194/PNR Address: Mill Farm, Claygate, Kent TN12 9PD Proposal: Prior notification for the change of use of agricultural building to a flexible commercial use with storage or distribution [Class B8] commercial/business/service [Class E]. For its prior approval to Transport and Highways impacts of the development, Noise impacts of the development, Contamination risks on the site, Flooding risks on the site.	
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The Parish Council agreed to a neutral stance.

10.21.03.04	Application 21/505192	
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	Address: Owl Oast, Little Cheveney Lane, Marden, Kent TN19 9NX Proposal: Erection of a double garage with storage enclosure.	26.10.2021
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The Parish Council agreed a neutral stance.

10.21.04 Minutes of Previous Meeting/s to be approved

Minutes of Full Council Meeting 13th September 2021

Following a proposal by AP seconded, by SS, the meeting agreed the minutes of this meeting represented an accurate recording of the meeting.

10.21.05 Correspondence and Action Points

Reference	Factor	Lead
10.21.05.01	Defibrillator Installation Update	Lead DG

The Clerk tasked to send the booklet on the defib to Cllr Goff.

10.21.05.02	CIL MONIES	Lead DG
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Focus/Workshop Group Feedback

- ✚ Health and Wellbeing – Lead Cllr Steve Barham
The group will revisit the results of the survey on usage/suggestions, post the half term holiday.
- ✚ Village Hall – Lead Cllr David Goff
The meeting discussed the actions to date and agreed a further meeting of the focus group in the very near future.
- ✚ Highways and Community Safety – Cllrs Deborah and Andrew Papas
Waiting the results of the costings on recent suggestions submitted to KCC Highways, in order for the various options to form part of the consultation document on spends.

10.21.05.03 HIGHWAYS		Lead DG
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Brief on Highways /Update Highway Improvement Plans on 'blueprint' from Cllrs Andrew and Deborah Papas.

KCC Highways now have the updated Highways Improvement Plan – Cllr L-R suggested that the long list be prioritised. There will of course be actions on that plan that may have to be funded by the parish CIL monies.

10.21.05.03.01 LORRY WATCH and SPEEDWATCH UPDATE

Following a meeting attended by David Goff, Cllr Claudine Russel, Cllr Lottie Parfait-Reid, Sean Randell and Sarah Perks it was agreed that the following actions would be taken:-

Can KCC confirm the list of lorries which are permitted to use the area as they are local businesses? Cllr LPR agreed to follow this action item up.

Can the triangle for Longends Lane be put back in – CR to investigate whether it is still a condition of the planning permission. Cllr CR would follow this up and examine the planning application. DG to add to Highways Improvement Plan.

Who maintains the KCC road signage as some is dirty/broken? LPR to ask who and what the schedule for maintenance/cleaning is.

Can Matthew Scott be contacted to ask why there is no enforcement effort being made with regard to this issue? Why can't police commit to some days per month? CR to email.

Both DG and CR agreed to raise this issue at the next CSU meeting where the head of this unit will be attending. Feedback from this meeting will follow.

What are Yalding doing with regard to enforcement as the lorries will be coming from their way as well? CR to email and ask Yalding.

Sarah Perks has a list of lorry registrations which have been through, but these are unbranded vehicles – is there a way of finding out the company to contact them?
Sean Randell to ask James Powell.

Is there a possibility of a joint parishes group to co-ordinate speedwatch/lorrywatch issues and to feed back? Discussion re Marden, Yalding, Nettlestead, Collier Street, Hunton, Horsemonden?? Once we have Collier Street more planned out CR to investigate.

Photos and a list of existing signage to be prepared in the village with ideas and a costing exercise of how this can be improved/what the parish need. This information to be added as an appendix to the Highways Improvement Plan.

SP to forward to DG the list of the lorries.

It was suggested that DG and Collier Street PC to work on a template letter that can be used with repeat offenders.

The meeting discussed this action point, and it was agreed that we will need to liaise with KCC Freight Initiative in order that the actions are coordinated and that we are seen to be working with them. We also need to establish the suggested format of such a letter. The Clerk will liaise with KCC Freight and the Freight Officer responsible.

10.21.05.04 Car Park Maintenance

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

Cllr LP-R has approved the funding but is yet to be received. The Clerk will chase the payment.

10.21.06

FINANCE

Accounts Reconciliation & Finance Reports

**Lead
Clerk/RFO**

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

10.21.06.01. BANK RECONCILIATION – June 2021

For members approval.

10.21.06.02. RECONCILIATION STATEMENT – June 2021

For members approval and sign off.

10.21.06.03. RECORD OF PAYMENTS & RECEIPTS – June 2021

For members approval.

10.21.06.04. BUDGET REPORT YTD – June 2021

For members approval

10.21.06.05 PAYMENTS FOR AUTHORISATION

12.10.2021	Staff Payroll	£711.00
12.10.2021	HMRC	£150.08

10.21.06.**Payment Details 01.09.2021 to 30.09.2021 [For information and retrospective approval].**

Date	Type	Description	Paid Out
06-Sep-21	DD	EDFENERGY CUST PLC	23.94
10-Sep-21	BP	DAVID GOFF EXPENSES CSPC	24.89
17-Sep-21	BP	STAFF PAYROLL	1260.76
17-Sep-21	BP	HMRC PAYE/NIC CUMB 120PV004463301504	394.86
20-Sep-21	DD	COMMERCIAL CARD	70.39
22-Sep-21	BP	PKF Littlejohn LLP KE0065	360.00
			2134.84

10.21.07**Borough Councillor's Report – Cllr Claudine Russell****10.21.08****County Councillor's Report – Cllr Lottie Parfitt-Reid****10.21.09 Recreation Field Maintenance****10.21.09.01 – Routine Inspection Checklist received from RoSPA Play Safety.****10.21.10 Flooding Update****10.21.10****Date of Next Meeting**

The next Councillor's Meeting, scheduled as a physical meeting, will take place in The Orchard Room, St Margaret's School, Monday 8th November 2021 commencing at 7.00pm.