

# MINUTES

## Full Council Meeting COLLIER STREET PARISH COUNCIL

Monday 10<sup>th</sup> January 2022  
commencing at 7.00pm

In attendance

Cllr David Goff [Chair] [DG]	Cllr Steve Sandys [SS]
Cllr Andrew Papas [Vice Chair] [AP]	Parish Clerk Alan Crocker [AJC]
Cllr Jack Highwood [JH]	Cllr Claudine Russell [CR]
Cllr Deborah Papas [DP]	Cllr Dave Sealey

<b>01.22.01 Apologies</b>	County Cllr Lottie Parfitt-Green	
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<b>01.22.02 Declarations of Interest</b>	None declared	
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<b>01.22.03 PLANNING</b>	Chaired by the Chair of the Planning Committee - DS.	
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<b>01.22.03.01</b>	<b>21/506575/Full</b>	
	Foxden Farm, Claygate Road, Yalding, Maidstone Kent	

Proposed conversion of agricultural barns to 2 no. residential dwellings together with change of use of existing studio and ancillary accommodation.

After debate, members agreed unanimously to adopt a neutral stance

<b>01.22.03.04 Minutes of Previous Meeting/s to be approved</b>	Minutes of Full Council Meeting 8 <sup>th</sup> November 2021
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Members approved the minutes as representing an accurate recording of the said meeting.

### **01.22.05 Correspondence and Action Points**

Reference	Factor	Lead
<b>01.22.05.01</b>	<b>Defibrillator</b> Installation Update	<b>Lead DG</b>

The defibrillator is in situ. The emergency services have been notified. A reminder that there is an instructional video on the parish website produced by London Hearts the supplier. Paramedics that normally run the face-to-face training secessions are now involved working within the NHS with the pressures on staff caused by the current Covid/Omicron variant.

<b>01.22.05.02</b>	<b>CIL MONIES</b>	<b>Lead DG</b>
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Signature.....Date.....

**Focus/Workshop Group Feedback****Health and Wellbeing – Lead Cllr Steve Barham**

The group is working towards a consensus view on the ultimate schemes to be included within the consultation document.

**Village Hall – Lead Cllr David Goff**

Resident Ben Ward is co-ordinating the progress and has now met with the surveyor and is investigating other potential sources of grant monies.

**Highways and Community Safety – Cllrs Deborah and Andrew Papas**

The audit on the road signage is now complete. KCC Highways are aware of the findings. Following a meeting with KCC Highways the group is to identify some 12 sites [within the 30mph limit] for the installation of moveable speed signs. These will then be audited by the coordinator in Highways and quotations obtained for inclusion with the other suggested Highway improvements that will be fed into the consultation document.

We will also look at

**Pedestrian Signage and Junction Warning Signs.**

We need to decide on the position for the Pedestrian signs.

The Junction signs would be installed at Jarmons and Sheephurst Lanes.

There may be some finance from KCC in the new financial year.

**ROAD CLOSURE SIGNAGE**

In view of statements made on social media the Chairman wished to record the following statement 'The parish council have not purchased any of the road closure signage nor do they pay any form of rent to the owner of the land on which the storage container is situated'.

**01.22.05.03 HIGHWAYS****Lead DG**

Brief on Highway Improvement Plan. Update on meeting with Jennie Watson and colleague from Kent Highways

Notes from DG

**01.22.05.03.01****LORRY WATCH and SPEEDWATCH UPDATE**

Member's approval of letter to be sent to HGV drivers allegedly ignoring the 7.5 tonne weight limit.

It has been brought to the attention of the parish council that the email address designated for use by Lorry Watch for the purpose of dialogue between residents and the group is being used to send out 'non-approved letters' in the name of the PC. Following a proposal by JH seconded by DP and supported by all attendant members that owing to the time constraints and pressures of a full agenda it was agreed unanimously that email address would be removed forthwith and owing to the social media comments, the overall working liaison between the group, the parish council and the outside agencies would be discussed a separate meeting.

**01.22.05.04 Car Park Maintenance**

Members grant application now received.

**01.22.05.05 Transfer of portion of Recreation Field Land to St Margaret's Church**

The solicitors have sent a copy of the Planning Decision Notice under **19/502139/Full** to the solicitors acting on behalf of the transferee. As Parish Clerk and Proper Officer of the Council I now have to have my ID verified by a third-party solicitor.

**01.22.05.06 Update on New Clerk Recruitment**

Interviews scheduled for 12<sup>th</sup> January 2022 – From the three original applications only one has confirmed a wish to attend a Zoom interview. It was agreed that all members would be invited to be present at the interview with DG taking the lead on questions. The Clerk would confirm the meeting link to all members.

**01.22.06****FINANCE**

**Accounts Reconciliation & Finance Reports**

**Lead Clerk/RFO**

Signature.....Date.....

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

**01.22.06.01. BANK RECONCILIATION – December 2021**

Proposed by AP and seconded by DP, the members approved the reconciliation.

**01.22.06.02. RECONCILIATION STATEMENT – December 2021**

Proposed by AP and seconded by DP the members approved the reconciliation statement.

**01.22.06.03. RECORD OF PAYMENTS & RECEIPTS – November and December 2021**

Proposed by AP and seconded by DP the members approved the payments as detailed.

**01.22.06.04. BUDGET REPORT YTD – December 2021**

Proposed by DS and seconded by SB the meeting approved the budget report.

**01.22.06.05. BUDGET DISCUSSION AND SETTING OF PRECEPT**

After debate the members voted on the proposal to increase the precept by 3%. The considerations being

- the depleted reserves
- No assurance that the Parish Service Scheme would continue

The vote was even, leaving the Chairman to cast his vote. Resulting in a 3% increase in the precept. The figures being as follows: -

The precept would be set at £19,808 [an increase of £576.93 pa] a £1.42 per annum increase for a Band D Council Taxpayer.

**01.22.06.05 PAYMENTS FOR AUTHORISATION**

11.01.2022	Staff Payroll	£681.92
11.01.2022	HMRC	£160.22

Members approved the above payments see **01.22.06.03**

**01.22.06.06**

**Payment Details [For information and retrospective approval].**

Date Paid	Payee Name	Reference	Amount Paid	Ref	Transaction Detail
09/11/2021	Auditing Solutions	ET352	240.00	ET352	Interim Audit A7210
09/11/2021	Streetlights	ET351	66.00	ET351	Street Light Maintenance
09/11/2021	Staff Payroll	ET750	619.80	ET750	12435
09/11/2021	BT Telephone Services	ET750A	44.79	ET750A	Staff Payroll
09/11/2021	Expenses	ET750B	23.08	ET750B	Broadband and BT
09/11/2021	Home Office	ET750C	17.33	ET750C	Services
09/11/2021	HMRC	ET349	160.22	ET349	Expenses
09/11/2021	Playsafety	ET348	135.00	ET348	Home Office
12/11/2021	MBC	ET347	313.62	ET347	HMRC
18/11/2021	The Cartridge Shop	CARD	124.78	CARD	RoSPA Report
18/11/2021	Kent Association of Local	CARD	60.00	CARD	Deployment of Diffusion
18/11/2021	Coun	CARD	20.39	CARD	Tubes
18/11/2021	1 & 1 Internet	COMM	20.39	COMM	Set of Catridges
21/12/2021	1 & 1 Internet	CARD	20.39	CARD	Finance Conference

Signature.....Date.....

21/12/2021	Staff Payroll	ET354	619.80	ET354	Staff Payroll
21/12/2021	BT Telephone Services	ET354A	44.79	ET354A	Broadband
21/12/2021	Home Office	ET354C	17.33	ET354C	Home Office
					Tax and NI - December 2021
21/12/2021	HMRC	ET353	160.22	ET353	
22/12/2021	EDF Energy	DD	23.30	DD	Street Lighting
22/12/2021	EDF Energy	DD	31.64	DD	Street Lighting
22/12/2021	HSBC UK	DR	8.00	DR	Total HSBC Charges
			2750.48		

Members approved payments see **01.22.06.03**

**01.22.06.07 RISK ASSESSMENT FOR APPROVAL BY MEMBERS**

Owing to time constraints deferred to February Meeting.

**01.22.06.08 STANDING ORDERS FOR APPROVAL BY MEMBERS**

Owing to time constraints deferred to February Meeting.

**01.22.06.09 FINANCIAL REGULATIONS FOR APPROVAL BY MEMBERS**

Owing to time constraints deferred to February Meeting.

**01.22.06.10 ASSET REGISTER FOR APPROVAL BY MEMBERS**

Owing to time constraints deferred to February Meeting.

**01.22.07**

**Borough Councillor's Report – Cllr Claudine Russell**

**MBC Members Report from Cllr Claudine Russell**

**Dated: January 2022**

Firstly, happy new year, I hope that you all had a good Christmas.

**Boundary Review**

MBC have put forward a recommended number of councillors to the Boundary Commission of 48 councillors as opposed to the current number of 55. We await further detail as to ward boundary changes.

**1000 Affordable Houses**

Our group lead the council in continuing to seek ways and development opportunities right across the borough to provide 1000 new affordable houses to help those most at need of housing (please note these will not be additional to the numbers planned for in the local plan review). This would wipe out Maidstone's current housing list and would help people to be able to make the move to their own property.

**Ward Cluster Meeting**

I have just received the invite to the next ward cluster meeting in early April and I'm happy to meet to discuss the ward action plan (which we should all hopefully be receiving shortly) in advance of this meeting. Hopefully the lorry and speedwatch will feature heavily for Collier Street.

**Planning Enforcement in the Ward**

Councillors have just been given access to a new online tool which allows us to see the status of all active enforcement cases in our ward. Whilst I have sent back some comments, it should allow us to be able to keep an eye on how planning enforcement cases progress in our wards and to easily check if a case has been opened for a particular address so I hope that this will be beneficial to our ward work.

**Speedwatch/Lorrywatch**

I haven't been able to attend the meetings held with KCC but as this remains a KCC issue, I am happy to be informed as to the outcomes and be kept in the loop. I did ask Yalding about Lorry and Speed watch but they have declined to update me/us on their current or past actions.

Signature.....Date.....

Please feel free to contact me for any help with issues via email [claudinerussell@maidstone.gov.uk](mailto:claudinerussell@maidstone.gov.uk) and I am more than happy to attend a meeting to discuss any issues.

**01.22.08**

**County Councillor's Report – Cllr Lottie Parfitt-Reid**

Apologies received

**01.22.09 Recreation Field Maintenance**

DG report

**01.22.09.01 Routine Inspection Checklist received from RoSPA Play Safety.**

Confirmation that the regular checks are being carried out.

**01.22.10 Flooding Update**

DG report

**01.22.11.**

**Date of Next Meeting**

The next Full Council, scheduled as a physical meeting, will take place in The Orchard Room, St Margaret's School, Monday 14<sup>th</sup> February 2022 commencing at 7.00pm.

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

Signature.....Date.....