

# MINUTES

## Full Council Meeting COLLIER STREET PARISH COUNCIL

scheduled to take place in the Orchard Room, St Margaret's School  
on Monday 21<sup>st</sup> February 2022  
commencing at 7.00pm

Cllr Steve Barham [SB]	Cllr Steve Sandys [SS]
Cllr David Goff [Chair] [DG]	Parish Clerk Alan Crocker [AJC]
Cllr Andrew Papas [Vice Chair] [AP]	
Cllr Deborah Papas [DP]	

<b>02.22.01 Apologies</b>	Cllr Jack Highwood [out of the country] Cllr Dave Sealey [incapacitated] Cllr Lottie Parfitt-Reid, Cllr Claudine Russell, PCSO Nicola Morris.
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<b>02.22.02 Declarations of Interest</b>	None declared.
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<b>02.22.03 PLANNING</b>	This section of the meeting was chaired by the parish chairman DG.
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<b>02.22.03.01</b>	<b>22/5000065/Full</b>
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Mill Farm, Claygate, Marden, Kent, TN12 9PD

Erection of agricultural building.

The meeting unanimously agreed to take a neutral stance on this application.

<b>02.22.03.04 Minutes of Previous Meeting/s to be approved</b>	Minutes of Full Council Meeting 10 <sup>th</sup> January 2022
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The meeting agreed the minutes were an accurate recording of the said meeting.

### 02.22.05 Correspondence and Action Points

Reference	Factor	Lead
	Defibrillator is in situ. Now that Covid is less virulent, we will try and arrange a training session with a paramedic	
<b>02.22.05.02</b>	<b>CIL MONIES</b>	<b>Lead DG</b>

#### Focus/Workshop Group Feedback

- ✚ Health and Wellbeing – Lead Cllr Steve Barham
- ✚ Village Hall – Lead Cllr David Goff
- ✚ Highways and Community Safety – Cllrs Deborah and Andrew Papas

The meeting agreed that once we have received quotations from Highways and feedback from the VH Committee we will be able to put together a paper for public consultation.

Resident Ben Ward and Cllr Jack Highwood together with the trustees have been busy considering the various options. We still await the official approval for the appointment of further trustees. The proposed proposition is for the old site of the village hall to be redeveloped and a lot of work has been put into a

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feasibility study. An update is promised to the next full council meeting in March. The AGM of the Village Hall Committee is due on the 28<sup>th</sup> of February 2022.

**02.22.05.03 HIGHWAYS**

**Lead  
DG**

The Highways Improvement Plan has been submitted to Kent Highways prioritising urgent work and the parish council will meet periodically with the responsible officer to agree progress and funding. Many trees are down in the parish and the contractors have not made the best of the job to clear them. It was decided that an article will appear the CSVN detailing each individual householder's responsibility for the maintenance of trees that overhang the highway.

**02.22.05.03.01  
LORRY WATCH and SPEEDWATCH UPDATE**

**Lead  
DG**

We understand that Sarah Perks has resigned her position as Lorry Watch Coordinator, but this is yet to confirmed. In the meantime, whilst clarity is sought, DG will contact Kent Freight and establish the exact position.  
Sean Randell and his team continue with their excellent work on Speed watch.

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

The transfer is progressing well. DG is to visit the transferring solicitor and clarify several points raised concerning boundary responsibilities.

**02.22.05.06 Update on New Clerk Recruitment**

Contract prepared and signed off by Head of Personnel SLCC. References has been received. Induction is envisaged to take place during the month of March in readiness for a 1<sup>st</sup> April 2022 start date.

**02.22.05.07 To discuss motion on Zoom/Hybrid Meetings.**

**Local Authority Remote/Hybrid Meetings**

On 5<sup>th</sup> January 2022 the Association of Democratic Services Officers [ADSO] and Lawyers in Local Government [LLG] launched a petition calling on the government to change the law to give councils [ranking from county, district, and unitary authorities, through to town and parish councils] the freedom to hold remote meetings when local circumstances permit. This include hybrid meetings.

The period of lockdown showed that remote meetings bring so many benefits to local democracy and residents, apart from the obvious public health safeguards.

**Wider benefits are**

- Increased attendances at remote meetings by both councillors and the public.
- Significant cost savings for some authorities arising from much less travel to meetings.
- The environmental benefits of less travel, particularly in the large country authorities.
- A better work/life balance for councillors.
- Improved quality of access to meetings for all and opening up the opportunities for more people to stand for election as councillors.
- More transparency and openness for the public to see council meetings.
- An option to move meetings online when there are constraints, for example bad weather such as snow or flooding.
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Councils were asked to consider passing the following motion which the parish council agreed to unanimously support.

*'This Council supports the petition launched by ADSO and LLG on 5 January regarding remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling*

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on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.’

**02.22.05.08** To discuss the correspondence received in relation to the reduction of Councillors at Borough Level.  
By 2024 it is the intention of Maidstone Borough Council to reduce the number of Borough Councillors throughout the Borough from 55 to 48. Councillors will reflect on the proposals and complete the consultation document.

**Lead DG**

**02.22.05.09** Village Planter

The Clerk will confirm if we are able to obtain the offered planter. If not the parish council will consider purchasing a planter to mark the Platinum Jubilee of Queen Elizabeth the second.

**02.22.05.10** Bund Wildflower Planting

The suggestion was considered and will be progressed by obtaining quotations as our understanding is that bund will still need to be maintained and cut to encourage new growth. DG will speak to Steven Waring

**02.22.05.11** Neighbourhood Watch Award

The Clerk to follow up the initiative with Kent Police.

**02.22.05.12** White Hart

MBC Enforcement confirm that within the planning regulations a mobile home can be temporary located on the site and temporality lived in by the building labourers.

**02.22.06**  
**FINANCE**  
**Accounts Reconciliation & Finance Reports**

**Lead Clerk/RFO**

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

**02.22.06.01. BANK RECONCILIATION – January 2022**

For members approval.

**02.22.06.02. RECONCILIATION STATEMENT – January 2022**

For members approval and sign off.

**02.22.06.03. RECORD OF PAYMENTS & RECEIPTS – January 2022**

For members approval.

**02.22.06.04. BUDGET REPORT YTD – January 2022**

For members approval

The meeting unanimously approved the above finance reports.

Proposed by AP and seconded by DP and carried unanimously by councillors, the approval of these spends.

22.01.2022	Staff Payroll	£711.14	
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22.01.2022	HMRC	£160.02
22.01.2022	Steve Waring [Recreation Field Maintenance]	£2650.44 [Gross]

The meeting unanimously agreed the payments as detailed.

**02.22.06.06**

**Retrospective payments for the month of January 2022.**

22-Jan-22	CHG	TOTAL CHARGES TO 31DEC2021	-8.00
20-Jan-22	DD	COMMERCIAL CARD	-20.39
		HMRC PAYE/NIC	
11-Jan-22	BP	CUMB120PV004463301504	-160.22
		ALAN CROCKER COLL ST	
11-Jan-22	BP	PARISH CNC	-681.92
05-Jan-22	DD	EDFENERGY CUST PLC	-16.22
04-Jan-22	SO	KENT COUNTY PLAYIN	-20.00
			<b>-906.75</b>

Proposed by AP and seconded by DP and carried unanimously by councillors, the approval of these spends.

**02.22.06.07 RISK ASSESSMENT FOR APPROVAL BY MEMBERS**

Proposed by AP and seconded by DP and carried unanimously by councillors, the approval of this document.

**02.22.06.08 STANDING ORDERS FOR APPROVAL BY MEMBERS**

Proposed by AP and seconded by DP and carried unanimously by councillors, the approval of this document.

**02.22.06.09 FINANCIAL REGULATIONS FOR APPROVAL BY MEMBERS**

Proposed by AP and seconded by DP and carried unanimously by councillors, the approval of this document.

**02.22.06.10 ASSET REGISTER FOR APPROVAL BY MEMBERS**

Proposed by AP and seconded by DP and carried unanimously by councillors, the approval of this document.

**02.22.06.11 To approve Recreation Field Maintenance Costs 2022-2023**

Proposed by SB and seconded by DG and carried unanimously by councillors, the approval of these costs for the upcoming financial year.

**02.22.07**

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

The Clerk is to raise with Claudine the minutes of last Cluster Meeting.

**02.22.08**

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

No attendance

**02.22.09 Recreation Field Maintenance**

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

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Confirmation that the regular checks are being carried out.

**02.22.10 Flooding Update**

**Lead DG**

Mapping exercise to be carried out in the parish. Stuart Highwood is to spend time in the parish analysing the various issues. The IDB have now dealt with the issues in Den Lane. They still need to address the issue with the open ditch and pipe.

**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. Owing to the change in parish clerk we need to confirm the availability of the new clerk who will be invited to observe that meeting as part of the changeover schedule. The meeting will be published on the parish website once the date has been agreed.

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

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