

AGENDA

You are summoned to attend the **AGM/Annual Parish Meeting** of the **COLLIER STREET PARISH COUNCIL** on Tuesday 10th May 2022.

(The AGM is scheduled to commence at 6.45pm with the APM commencing at 7.30pm)

When the following business is proposed to be transacted: -

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05.22.1. Apologies: PCSO Nicola Morris,				
05.22.2. Declarations of Interest				
05.22.3. Minutes of Previously held Meetings. 05.22.03.01 Full Meeting Tuesday 12th April 2022 05.22.04.02 Full Meeting Monday 10th January 2022 05.22.05.03 Full Meeting Monday 8th November 2021				The Clerk
05.22.04 PLANNING				
Application: 22/501795/FULL Address: The Old Coach House, Claygate, Marden TN12 9PL				
Demolition of existing Coach House. Erection of single dwelling with associated hard and soft landscaping scheme with ecological enhancements. Resubmission of previous approval MA/20/500054/FULL showing amended position of new dwelling 6 m westward of approved position.				
05.22.05 Elections of Officers				
ELECTION OF OFFICERS				
POSITION	NOMINEE	PROPOSER	SECONDER	ELECTED
Lead Cllr				
Chairman				
Vice Chair				
Chair				
F&DCC				
F@DC	All Cllrs			
Committee	Serve on this			
	Committee			
KALC Parish	1.	X	X	X
Representatives	2.	X	X	X
(2)				
Community Safety		X	X	X
Rep				

Recreation Field Rep	X	X	X
Village Hall Committee Rep	X	X	X
Highways	X	X	X
Police & Police Forum Rep	X	X	X
Flood Committee Rep	X	X	X
What's App Group	X	X	X
Finance	X	X	X

05.22.06

FINANCE

PAYMENTS FOR APPROVAL OF FULL COUNCIL

DATE	ELECTRONIC PAYMENT REFERENCE	PAYEE	AMOUNT	NARRATIVE
11.05.2022	TBC	STAFF PAYROLL	£641.67	Staff Payroll MMR
11.05.2022	TBC	HMRC	£76.80	PAYE MMR – DUE MAY 2022
11.05.2022	TBC	CLERK EXPENSES	£56.44	EXPENSES MMR
11.05.2022	TBC	SLCC	£144.00	Annual Membership
11.05.2022	TBC	SOS WEB	£108.00	Elementor domain hosting
11.05.2021	TBC	ACRK	£60.00	Annual Membership
11.05.2022	TBC	KALC	£381.34	Annual Membership
11.05.2022	TBC	BHIB INSURANCE	£751.17	Insurance 2022-23
11.05.22	TBC	STREETLIGHTS	£66.00	MAINTENANCE PAYMENT 1 OF 2

05.22.06.01

RETROSPECTIVE PAYMENTS FOR THE MONTH OF APRIL 2022

Date	Type	Description	Paid Out	Paid In
09.04.2022	CR	MBC ACCPAY [PRECEPT 2021-22]		£19,808
19.04.2022	DD	COMMERCIAL CARD	£20.39	

05.22.06.02 END OF YEAR ACCOUNTS

STEP 1	The accounting statement [Section 2] has been prepared and signed by RFO
STEP 2	AT FULL COUNCIL MEETING

STEP	2.1	The Annual Internal Audit Report is received and noted – Has not been received yet
	2.2	The Annual Governance Statement [Section 1] is approved
	2.3	The Accounting Statements [Section 2] are approved
STEP	3	The Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the accounting statements
STEP	4	The RFO sets the commencement date for the exercise of public rights
STEP	5	The authority sends to the external auditor. a) The Annual Internal Audit Report b) The Annual Governance Statement c) The Accounting Statement d) An analysis of any significant variances year on year variance e) A bank reconciliation as at 31 March 2022 f) Details of arrangements for the exercises of public rights: and g) Any other information that the auditor has specifically requested.

05.22.06.02 APPROVAL OF FINANCE REPORTS FOR APRIL 2022 – DUE TO END OF YEAR NOT BEING CLOSED DOWN YET, REPORTS NOT AVAILABLE UNTIL MAY MEETING

- 05.22.06.02.01 Bank Reconciliation Report
- 05.22.06.02.02 Upcoming Payments and Retrospective Payments
- 05.22.06.02.03 Receipts for the Month
- 05.22.06.02.04 Budget Reports to April 2022

05.22.07 ORGANISATION REPORTS

ORGANISATION	Representative	Report
Borough Councillor	WELCOME Claudine Russell	
Chairman's Report	ClIr David Goff	
Kent County Councillor	<u>Maidstone Rural</u> <u>South</u> Lottie Parfitt-Reid	
FOCSS	Emailed	
Helpings Hands Magazine	Margaret Ashworth	
The Editors		
Neighbourhood Watch		I am pleased to report that there have not been many incidents for me to circulate over the past 12 months.
Barbara Grandi		A caravan was stolen from the garden of a property in Pike Fish Lane, Laddingford (just outside the Collier Street Parish boundary) over night November 4/5 th 2021. Thieves cut the padlock off the gate and dragged the caravan out while the residents were at home.

A black Mercedes 4 x 4 was stolen from the front garden of a different property in Pike Fish Lane the next evening.

A suspicious vehicle was reported in the entrance to a property at Gain Hill in December 2021, they were challenged by the resident.

It seems that thieves have targeted Collier Street over the past few weeks, residents have been alerted via my email network. Somebody stole a recently delivered Klargestor sewage system from a residential property at Claygate on April 8/9th.

On Sunday 10th of April between 12:00 and 17:00. Somebody broke into a shed at a residential property in Sheephurst Lane, they stole tools and equipment including a wheelbarrow, chainsaw and strimmer.

On Friday 15th of April between 13:00 and 18:00 somebody broke into a residential property on the Benover Road and stole cash and jewellery.

There have been a few road traffic accidents in the past year with the Jarmons Lane/B2162 junction vicinity the scene of at least two; the Green Lane junction with the B2162 was the site of another then, on April 26th, there was a crash at the Haviker Street/Green Lane junction.

PCSO Nicola Morris is hoping to attend a monthly Pop In Café at the church soon as this is an ideal way for her to chat to local residents.

Barbara Grandi

Police
Speedwatch/
Lorrywatch
St Margaret's
Church
Revd. Paul Kish

PCSO Nicola Morris	No report sent
Sean Randell/ Sarah Perks	Report sent separately as too long

St Margaret's
School
Woodpeckers

Paul Ryan
DG & Stephane McKay

Yalding
Almhouses

We last had a Zoom meeting on March 8th 2021 but had been in regular contact and met again on January 17th 2022. Major changes have occurred for the Trustees with Margaret Ashworth, Donald Troup and Michael Stewart all leaving their roles. Margaret had been a Trustee since the current constitution began. We welcomed Kelly Anderson, Joe Westgate and Sue Gerrish as Trustees, Sue switching from Clerk to Treasurer. The role of Clerk is now occupied by Claire Morrison who we very much welcome to the role.

All six houses are currently occupied by the same residents as in 2020/21 and the ladies seem very settled.

There have been several issues with the heating and hot water systems over the years so we organised a complete review of the heating and hot

water systems before planning the required overhaul/replacement. New boilers were fitted in November 2021 and we aim to have the hot water and heating systems completely refurbished in all six houses this spring/summer.

In June Sue organised the cutting back of the vegetation on the other side of the wall to the North of the front garden, this was done via Yalding PC with the use of labour from Community Payback and eventually carried out in September. We are grateful for this support.

General interior decorative repairs were carried out internally during the year as were running repairs to the lead valleys and gutters with additional work to the pointing of bricks in some areas. More permanent repairs will be needed to the lead valleys in the future.

All of the EICR reports were received and gave satisfactory results for all six properties with any further advisory recommendations added to our future maintenance plans.

The In Need and Sickness Funds

The Trustees also manage these two funds, we reviewed the management of these funds at the March meeting and agreed the format of a simple form to be used in future for all applications. As Trustees we will use our community roles and connections to maintain an awareness of any needs for these one off grants from residents in the future.

Last May 2021 we received a request for financial help from the 'In Need' fund via Father Paul and £100 was donated. Earlier this year (April 2022) we received a request for a patient via Yalding Surgery and were able to give £200.

Barbara Grandi April 2022

**Yalding
Education
Foundation**

CLlr David Goff

05.22.07 Date of Next Full Meeting

Next Full Council Meeting 14th June 2022 commencing at 7.30pm

Prepared by

Michelle Rumble

Clerk to Collier Street Parish Council