

MINUTES

Annual General Meeting/Annual Parish Meeting

of the **COLLIER STREET PARISH COUNCIL** TUESDAY 10th May 2022

The AGM commenced at 6.45pm followed by the APM that commenced at 7.30pm

In attendance	Cllr Deborah Papas	
Cllr David Goff [Chair]	Cllr Dave Sealey	
Cllr Andrew Papas [Vice Chair]	Cllr Steve Sandys	
Cllr Steve Barham	Borough Councillor Claudine Russell	Parish Clerk – Michelle Rumble
Cllr Jack Highwood	County Councillor Lottie Parfitt- Reid	

05.22.1.

Apologies: PCSO Nicola Morris; Barbara Grandi,

05.22.2.

Declarations of Interest

None declared

05.22.3.

Minutes of Previously held Meetings.

05.21.03.01 Full Meeting Monday 12th April 2022 – To be signed at the next meeting

05.21.03.02 Full Meeting Monday 10th January 2022

05.22.05.03 Full Meeting Monday 8th November 2021

The members formally approved the minutes of the above meetings as representing and accurate recording of the said meetings.

The
Clerk

05.21.04

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.

This was discussed at length by all Councillor's and a response will be put together and the Clerk will then send this to Planning Officer

05.22.05

Elections of Officers

ELECTION OF OFFICERS

POSITION	NOMINEE	PROPOSER	SECONDER	ELECTED
Lead Cllr	Cllr David Goff	Cllr Steve Barham	Cllr Dave Sealey	Unanimously
Chairman	Cllr David Goff			
Vice Chair	Cllr Andrew Papas	Cllr Steve Sandys	Cllr Deborah Papas	Unanimously
Chair Finance	Cllr David Goff	Cllr Steve Barham	Cllr Andrew Papas	Unanimously
Finance Committee	All Cllrs Serve on this Committee			
KALC Parish Representatives (2)	1. Jack Highwood 2. Steve Sandys	X X	X X	X X
Community Safety Rep	Cllr David Goff	X	X	X
Village Hall Committee Rep	Cllr Andrew Papas Cllr Deborah Papas Cllr Jack Highwood	X	X	X
Police & Police Forum Rep	Cllr Steve Sandys	X	X	X
Finance	Cllr Steve Barham	X	X	X
Planning Committee	Cllr Dave Sealey	X	X	X

The Clerk was asked to forward any KALC information to Cllr Highwood

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	£751.17	Insurance 2022-23
INSURANCE				
11.05.22	TBC	STREETLIGHTS	£66.00	MAINTENANCE PAYMENT 1 OF 2

05.22.06.01 RETROSPECTIVE PAYMENTS FOR THE MONTH OF APRIL 2021

Date	Type	Description	Paid Out	Paid In
09.04.2022	CR	MBC ACCPAY [PRECEPT 2021-22]		19808
19.04.2022	DD	COMMERCIAL CARD	20.39	

05.22.06.02 END OF YEAR ACCOUNTS

STEP 1	The accounting statement [Section 2] had been prepared and signed by RFO	
STEP 2	AT FULL COUNCIL MEETING	
STEP 2.1	The Annual Internal Audit Report is received and noted	
This had not been received yet by the Clerk, once it has been it will be circulated and presented at the next Parish Council meeting.		
2.2	The Annual Governance Statement [Section 1] is approved	
The Clerk/Finance Officer confirmed with the meeting that the authority had complied fully with the factors 1-8 by reading them out and obtaining assurances that members confirmed compliance with each these factors.		
2.3	The Accounting Statements [Section 2] are approved	
The members agreed unanimously with the Accounting Statement		
STEP 3	The Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the accounting statements	
The Chairman and Clerk of the meeting signed the Annual Governance Statement, and the Chairman signed the accounting statements		
STEP 4	The RFO sets the commencement date for the exercise of public rights	
The meeting agreed to the display the Notice of Public Rights within the correct time frame.		
STEP 5	The authority sends to the external auditor. <ul style="list-style-type: none"> 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

05.22.06.02.01 Bank Reconciliation Report

This had not yet been completed

05.22.06.02.02 Upcoming Payments and Retrospective Payments

The meeting formally approved the upcoming and retrospective payments for April listed with the agenda.

05.22.06.02.03 Receipts for the Month

The meeting approved the receipts for the month of May 2022

05.22.06.02.04 Budget Reports to April 2022

This had not yet been completed

Cllr Deborah Papas asked if she could have access to Commercial Card on the HSBC Business Banking, as she has access to other accounts but just not this one. The Clerk will sort this out.

05.22.07 ORGANISATION REPORTS

ORGANISATION	Representative	Report
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<p>Borough Councillor</p>		<p>It has been exactly one year since I was elected to serve the residents of Marden and Yalding Ward and in that time a lot has happened, both in the ward and in the council.</p> <p>The Council has passed a new budget to deliver big improvements for the residents of Maidstone Borough as a whole, has implemented a new constitution that will take Maidstone back to a cabinet system of governance, and has voted to hold elections for councillors every four years instead of elections in thirds which will save money and allow for some stability in the council operations.</p> <p>My work on the council is within the Strategic Planning and Infrastructure Committee, and the Local Plan Review was delivered in a timely fashion and is now with the Inspector. We look forward to the forthcoming work on the Design and Sustainability DPD which will bring in some very real improvements in design, energy use and water use for new housing.</p> <p>Within the ward I have been involved in planning matters and appeals, working with residents that have various issues with their housing providers and their homes, joining in village litter picks, working with our County councillor on various highways matters, liaising with parish councils and residents about the issues that they present to me and trying to make sure that their voices are heard at a borough level.</p> <p>Within Collier Street in particular I have raised important parish matters at the Ward Cluster meetings with the police, I have co-ordinated with both the parish and county councillors and the residents regarding getting some enforcement and action on speed and lorry watch, which remain two of the most pressing issues for the parish and I have been involved in the Environment Agency LEHES (leigh flood storage area and Hildenborough embankment scheme) making sure that the needs of the downstream communities are represented at every stage of the scheme.</p> <p>I've enjoyed my year in office and look forward to my work continuing and the borough improvements that we have set-out for the coming year. I have a website www.claudinerussell.com where you can sign up to receive a quarterly newsletter about the work that I've been doing, or please feel free, as always to email me on any matter at claudinerussell@maidstone.gov.uk.</p>
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<p>Chairman's Report</p>	<p>Cllr David Goff</p>	<p>End of an era with Alan leaving and Michelle arriving</p> <p>Planning continue to get applications, most are for extensions and small issues.</p> <p>Been proactive checking with the ongoing issues at Bentletts, been in contact with the IDB, EA and Residents.</p> <p>Dealt with several enforcement matters</p> <p>Working on CIL MONIES -</p> <p>Health</p> <p>Highways</p> <p>Village Hall</p> <p>Ongoing dialogue with KCC Highways on potholes, letter to all residents on cutting hedges.</p> <p>Formation of Cluster groups is going on sharing issues and problems. Slow moving.</p> <p>Flooding – only one alert in the last twelve months, new spares have been delivered.</p> <p>Maintenance of the Recreation Ground.</p> <p>Thanks to our Borough Councillor and KCC Councillor.</p>
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**County
Councillor**

Thanks to all Parish Councillors in there ongoing support and work. Thanks to Speed watch team and the Lorry watch team.

Ukraine:

Firstly I want to say how impressed I am with how generous and supportive our community has been and how often the villages wheels galvanise quicker and with greater agility than our authorities! This was also noticeable with the local response to Covid 19.

The current situation is to prioritise providing a secure base which offers warmth and kindness, something which I know many of our residents are extremely keen to do.

It is right therefore that our focus at the moment is to ensure those who have been matched as sponsors, are able to offer a place in their home to the Ukrainians who will be joining them. 2064 Ukrainian fans have been matched with 824 households across Kent. 614 Visas have been issued.

We are also now undertaking DBS and home checks. We will also have to plan for early days

Welfare checks

As I'm sure you can appreciate this is a significant task, but providing that place, in a home, in our community should help our guests feel a sense of normality and safety which they must be craving.

For the Ukrainian children, attending school alongside other children is going to be an important part of helping them to integrate. Those families with school aged children will be helped to find a place in a school as close as possible to their new home. A letter from the Secretary of State for Education was received on Friday (1 April) confirming government expectations that if there are school places available in the local area, even if not in the immediate vicinity of the family's home, the local authority will work with families arriving from Ukraine to enable the children to attend school as soon as possible. The Secretary of State expects that we should also be looking to provide places and, where necessary, use the flexibilities to admit above published admission number (PAN) and exceed the infant class size limit, as well as using the in-year Fair Access Protocol.

At the moment, our efforts are concentrated on finding places for the Ukrainian children in line with these expectations, but its difficult to gauge the scale until we get a further feel for the numbers of children we need to accommodate and the spread of refugees across the country.

It is very important we give children time to recover from being forced to leave their homes and the need to ensure access to interpreters and other support carers. These considerations are an important part of the arrangements we are putting in place for the families arriving in Kent and every family will be allocated a support worker to help them navigate those difficult early days. This will be funded from the £10,500 per person government grant (excluding education, which is funded separately) that councils receive for 'wrap around support', including language provision.

The leadership team at KCC are very keen to have open discussions regarding ideas for supporting refugees and have actively encouraged all ideas. I was among a group of members who were trying to get County Hall used as a reception centre. However, at this stage the government are keen to stick to the model of Ukrainians only coming here once they are matched, although I wouldn't be surprised if we are overtaken by events and that situation and therefore model changes.

Finally, if anyone is having difficulty accessing information or support please encourage them to contact me and I shall do my best to assist them. Fortunately so far I have had no such message in my inbox.

Highways:

A significant part of what I do and have done within the division is related to highways, the usual potholes, road markings, signage, faulty traffic lights, speeding etc. The hardest part being the managing of expectations of residents regarding speed limits. Whilst we have the ability to look at sat nav data, which does give a good basic information as to whether a problem exists, it often flies in the face of residents' beliefs, so I have for a number of parishes funded speed surveys for specific roads. And this is something that Sutton Valence may want to consider.

The budget for new schemes is tiny the whole of Maidstone in only 30k and that has to be spread over many many parishes as well as the town centre.

On a slightly more positive note KCC are applying to the DoT for additional powers (currently with the police) to enforce moving traffic offences. Five Went's (which is in the division) will be part of the pilot scheme. This will allow us to use ANPR to catch offenders.

West of Pleasance View B2163

The system here was cleansed on 13/05/2021 including the manholes mentioned and the pipe under the carriageway. They were found to be running slowly due to roots in the lines. A follow up job was then arranged for CCTV and root cutting which was attempted 06/08/2021 however the job was not completed to a satisfactory level therefore another job was raised. Unfortunately, since then there have been discussions with the contractor regarding traffic management on this road which have delayed the completion of the job.

The contractor has now confirmed what traffic management will be required to complete the works and they are going to be undertaken on 23/05 between 09.30 – 14.30 under a road closure.

Public Transport:

Buses:

Following a BSIP briefing

The NBS was published March 2021

NBS – Principle of levelling up, ie raising industry standards to match London cover

3B available to be delivered through BSIP and EP's

BSIP had to be submitted 31/10/2021- with a 213 M ask. EP formed on 1st April 2022

EP contains only commitments that can be delivered at little to zero cost to either KCC or its operators

4th April – Indicative funding allocation received £35.1 M

£24.1m for capital and £11 of revenue

KCC awarded 9th highest in the country

Now working with DoT to meet very tight deadline.

Main Issue is that funding cant be used to subsidise services ear marked for withdrawal so cant be used to sustain existing services. It has to go to new or improved services.

Next Steps

18th April – Ep board to agree proposals

25th CMM to sign off

By 2nd May – Sign off to DfT.

Public rights of Way

Brief highlights, in terms of County wide for the last year we delivered:
a capital asset management programme of £900K plus a raft of schemes funded through developer section 106 agreements.

a revenue works programme of around £400k including vegetation clearance (35Km of path are cleared in the Maidstone Borough Council area and this is completed 3 x during the growing season)

a Containment of Outbreak Management Fund (COMF) programme of £600K of repairs to the network following the extremely high levels of use of the PRoW network during the COVID lockdowns.

There were 34 issues reported in Marden Parish in the financial year. 37 were resolved (presumably some were from the previous year). To put that in context 978 reports were received for the Maidstone District for the same period; we receive more reports than we're able to clear.

I am awaiting a fuller update for the whole division

Breakdown of Spend Year 21-22

Covid19 CLRF Spent £4196:

21-CLRF-MA-5 Langley Lions - Storage Area - £500 - Current Status: Complete sent for payment

21-CLRF-MA-6 Langley Lions - Langley Lions under 7s - £500 - Current Status: Complete sent for payment

21-CLRF-MA-11 Staplehurst Monarchs Youth Football Club - New Football Pitch at Staplehurst School - £300 - Current Status: Complete sent for payment

21-CLRF-MA-26 Staplehurst Monarchs Youth FC - £500 - Current Status: Complete sent for payment

21-CLRF-MA-28 Staplehurst School PTA - £500 - Current Status: Complete sent for payment

21-CLRF-MA-29 Marden History Group - Replacement of Marden Heritage Centre Equipment - £500 - Current Status: Complete sent for payment

21-CLRF-MA-25 Staplehurst Free Church - Community Fridge - £1000 - Current Status: Complete sent for payment

21-CLRF-MA-30 Marden in Bloom - £396 - Current Status: Complete sent for payment

CMG Spent £2730:

21-MA-7 Collier Street Parish Council - Resurfacing Car Park - Village Centre - £500 - Current Status: Complete sent for payment

21-MA-11 Staplehurst Parish Council - High Street Railings Painting £300 - Current Status: Complete sent for payment

21-MA-12 Marden Parish Council - Ground works for Library £500 - Current Status: Complete sent for payment

21-MA-15 Chart Sutton Parish Council - Jubilee Lunch - £1430 - Current Status: Complete sent for payment

Breakdown of Spend Year 22-23

CMG SPENT: £1,500

CMG REMAINING: £15,770

Staplehurst Community Hub - Chat Club - Queens Jubilee lunch - £500 – Current Status: With Manager

Staplehurst PC - Youth Club start up - £1000 – Current Status:

FOCSS

A report had been received by the Chair Kelly Rigden of the FOCSS and she was also there answer any questions anyone might have. There will also be a Dog Show at the School on Saturday the 25th June 2022, fundraising is going really well and everything is back to the pre-pandemic now.

Helpings Hands Magazine The Editors

There was no report received and Margaret Ashworth was not present

The Collier Street News continues to be edited by Jacki Fogg and Emma Howard and there continues to be 10 editions per annum. Tracey Bentley remains as Treasurer.

The magazine's finances are much better than last year due entirely to Darryl Chappell who prints the magazine at a greatly subsidised rate through his company Managed Technology. We are very grateful to Darryl for his continued support.

Tracey will be sending out the annual invoices to all the advertisers in May. A big thank you to everyone who supports the magazine by placing an advert. We are always looking for interesting articles for inclusion in the magazine so would be grateful to anyone who can write something and send to: editorparishmag@mail.com

Jacki Fogg, Emma Howard and Tracey Bentley

Neighbourhood Watch Barbara Grandi

I am pleased to report that there have not been many incidents for me to circulate over the past 12 months.

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 4/5th 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

PCSO Nicola Morris – No report

Speedwatch

Sean Randell

Town/Parish Council Report for Collier Street Speed watch Group.

Reporting between 01/04/21 and 29/04/22

Current Volunteers = 11

Summary for this Period

Number of Sessions this period = 177

Total Vehicles exceeding limit = 2590

DVLA Valid vehicles = 2405

Accuracy = 92%

Maximum Speed recorded in 30 limit = 69 mph(+129%)

Police Actions this Period

1st Record Observed = 1736

Active Enforcement = 13

Case Filed = 4

Hand Delivered FO1 = 2

Hand Delivered HD4 = 21

In Trade/Sold = 1

Letter Sent FO1 = 57

Letter Sent FO2 = 17

Letter Sent FO3 = 2

Letter Sent MO2 = 352

Letter Sent MO2(1) = 1

Letter Sent MO3 = 61

Removed by Admin = 5

Superceeded = 108

Police attending session on 01/04/21 = Jason

Overall

My group started Recording* on = 17/06/20

Number of Sessions since start date = 283

Vehicles recorded exceeding limit since start date = 5049

Maximum Speed recorded in 30 limit = 69 mph(+129%)

No Lorry watch report had been received

St Margaret's Church
Rev. Paul Kish

No report

St Margaret's School
Gareth Waterman

First thing to report is that school life is almost entirely back to normal following two years of constant disruption owing to the pandemic. Classes are back to normal, after-school clubs are all running, even swimming is back. We are still suffering more absence (staff and children) than usual as COVID lingers but this is having less of an impact on the running of the school and the children's learning.

We held one of our church services outdoors at school this year after a COVID outbreak but this was particularly successful (and atmospheric in the fog!). However, our valued connection with the church has now resumed entirely. Further, we're looking forward to being able to host the Village Fête and Pet Show again!

With the new normality we can focus once again on the school itself and in this last year we have erected our willow domes, designated new outdoor reading areas, improved our playground and made developments to our early years' outdoor space.

We are planning further developments to make even more use of (and enhance) our great outdoor space and for this coming year we are creating a Spiritual Garden. This will incorporate different zones for music, reflection and fun - all designed with the children's wellbeing in mind. We have also been accepted to be part of the 'Queen's Green Canopy' project. This is a nationwide tree-planting programme to celebrate the Platinum Jubilee and we will soon be receiving new trees to be planted at the borders of the school field.

We have also made a substantial investment in new technology to support the computing curriculum and the children's learning in general - and we've also signed up to a whole new reading and phonics programme.

In the last two months we have had two of our more significant inspections. We were audited for our financial and governor performance and, just last week we received our surprise visit from the OFSTED inspectors! The staff and children represented the school admirably and the day went well. The report will be issued in about six weeks at which point we'll be able to share their evaluation of St. Margaret's.

Finally, as chair of governors I'd also like to mention the amazing effort of our head, teachers and staff across the school in continuing to provide a remarkable level of education to our children through this last year. St. Margaret's is an exceptional school and an invaluable asset to Collier Street.

Woodpeckers

Cllr Goff reported that Woodpeckers has about 16 volunteers who turn up on the first Saturday of the month to carry out tasks around the Village.

Yalding Almshouses

No Report

**Yalding
Education
Foundation**

During the past year the YEF organised and financially supported the following.

1] Awarded each of the 3 local Primary schools £1000 to provide a 'cultural or educational experience' of the schools choice.

As an example Yalding School arranged for a drama workshop to work with their KS3 children.

2] Higher Education scholarships were awarded to 23 students who had attended local Primary schools to support them with their courses. These ranged in value from £200 to £300.

3] Spoken English competitions, judged by the Trustees were, held in the local Primary schools. Prize money was donated from YEF funds.

It is expected to run a similar programme next year.

The current Trustees of the YEF are Sally Wilson (Chair), Kim Keeler, Jenny Scott, Sue Gerrish, Paul Kish, David Goff and Nick Arthur. The Clerk is Gary Atkins.

The YEF is financially stable, has a full compliment of Trustees and therefore does not presently require any support from the Parish council.

Gary Atkins, Clerk to the Trustees. 11 Feb 2021

05.22.07 Date of Next Full Meeting

Next Full Council Meeting 10th June 2022 commencing at 7.00pm

Prepared by

Michelle Rumble

Clerk to Collier Street Parish Council