

MINUTES

Full Council Meeting COLLIER STREET PARISH COUNCIL

Orchard Room, St Margaret's School
on Tuesday 14th June 2022
commencing at 7.00pm

In attendance

Cllr David Goff [Chair] [DG]	Cllr Steve Sandys [SS]
Cllr Deborah Papas [DP]	
Cllr Jack Highwood [JH]	Parish Clerk Michelle Rumble [MR]

04.22.01 Apologies

PCSO Nicola Morris, County Cllr Lottie Parfitt-Read, Cllr Dave Sealey, Cllr Andrew Papas, Cllr Barham, Borough Cllr Claudine Russell

06.22.02 Declarations of Interest

None declared

06.22.03 PLANNING

The Chair of the Planning Committee will chair this section of the meeting.

appeal – Land west of Benover Road, Yalding

Cllr Highwood attended this appeal and had sent all members a report prior to this meeting. The decision is pending and will be made by the Inspector around September time.

It was also noted that the Parish Council should be more proactive on appeals and attend when possible.

It was also mentioned about an application which had been received after the agenda for the Switching Station down Sheephurst Lane, this has been forwarded to all members and it was felt that an Extraordinary meeting was not necessary, and the decision will be made by email once all members have had a chance to review the application.

There was also the Solar Farm at Bockingfold, Horsmonden which Cllr Goff had attended a presentation on this.

06.22.03.04 Minutes of Previous Meeting/s to be approved

Minutes of Full Council Meeting 12th April 2022
Minutes of Full Council Meeting and Annual Meeting 10th May 2022

Full Council approved the minutes of this meeting as representing an accurate recording of the said

meeting.

**06.22.05
Correspondence and Action Points**

Reference	Factor	Lead
06.22.05.01	Defibrillator	Lead DG

The Clerk was asked to find the details on the training, there should be an email pertaining to this.

06.22.05.02	CIL MONIES	Lead DG
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Focus/Workshop Group Feedback

- ✚ Health and Wellbeing – Lead Cllr Steve Barham – who was not present at the meeting
- ✚ Village Hall – Lead Cllr David Goff said there was no update at the moment
- ✚ Highways and Community Safety – Cllr Andrew Papas – who was not present at the meeting

Various actions were identified going forward.

- ✚ The Clerk was asked to contact Jennie at KCC re the Highways Improvement Plan and What locations would be acceptable within the Parish for a SID.

06.22.05.03 HIGHWAYS		Lead DG
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Cllr Goff reported a ditch to KCC which had been filled in with vegetation on the Claygate Road Moore's Farm, which is now going to be cleared by KCC as they have said they are responsible for this.

Cllr Goff also reported that contractors have been and cleared every ditch within the Parish.

06.22.05.04 LORRY WATCH and SPEEDWATCH UPDATE		Lead DG
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Lorry Watch – It was noted that Sarah Perks is no longer doing Lorry watch

Speed watch is still in operation led by Sean Randell.

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

Cllr Goff will be dealing with this going forward

06.22.05.06 Bund - Wildflower Planting

- All members RESOLVED it present that this is not a suitable place to plant and will now be removed from the agenda going forward.

06.22.05.07 Dog Issues within the Village
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Cllr Goff reported that this is now being dealt with by Maidstone Borough Council and the Dog Warden, restrictions have been put in place on both the Dogs and the Owner. It was also noted that The Parish Council had been in contact with both the Police and Neighbours on this matter.

06.22.05.08 Police Report

PCSO Morris was not in attendance and no report had been received

06.22.06 FINANCE Accounts Reconciliation & Finance Reports	Lead Clerk/RFO
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Copy documents sent electronically to all members in advance of the meeting.

06.22.06.01. BANK RECONCILIATION – April and May	
For members approval.	
As Cllr Barham was not present and he is the Finance lead this will go forward to next month	
06.22.06.02. RECONCILIATION STATEMENT – April and May	
For members approval and sign off.	
As Cllr Barham was not present and he is the Finance lead this will go forward to next month	
06.22.06.03. RECORD OF PAYMENTS & RECEIPTS – June 2022	
For members approval.	
Proposed by DP and seconded by SS ad unanimously agreed by full council.	
06.22.06.04. BUDGET REPORT YTD – April and May 2022	
For members approval	
As Cllr Barham was not present and he is the Finance lead this will go forward to next month.	
06.22.06.05 MANDATES	
For members to approve the New Primary User Mrs Michelle Rumble – Internet Banking For members to remove/add new signatories to Mandate For members to approve the Parish Clerk Mrs Michelle Rumble as Secretary for the Mandate All to be signed in accordance with the existing Mandate rules (2 signatories)	
Copy documents sent electronically to all members in advance of the meeting.	
06.22.06.01. BANK RECONCILIATION – April and May 2022	
For members approval.	
06.22.06.02. RECONCILIATION STATEMENT – April and May 2022	
For members approval and sign off.	
06.22.06.03. RECORD OF PAYMENTS & RECEIPTS – April and May 2022	
For members approval.	
06.22.06.04. BUDGET REPORT YTD – April and May 2022	
For members approval	
06.22.06.05 MANDATES	
For members to approve the New Primary User Mrs Michelle Rumble – Internet Banking It was RESOLVED by all members present and signed by the two signatories on the existing Bank Mandate to replace Mrs Michelle Rumble as the Primary User on the Account. For members to remove/add new signatories to Mandate It was RESOLVED by all members present to remove the two signatories Mrs Barbara Grandhi and Mr William Norman Bates and add Mrs Deborah Papas as a Signatory onto the Account For members to approve the Parish Clerk Mrs Michelle Rumble as Secretary for the Mandate It was RESOLVED by all members present to approve that Mrs Michelle Rumble will be the secretary On the Bank Mandate. This was all signed in accordance with the existing mandate (2 Signatories)	
06.22.06.06 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 This was received and noted by all members	The An
	STEP 2.2 The Annual Governance Statement [Section 1] is approved All members RESOLVED it present, and the contents noted and duly signed by the Chairman and the Clerk/RFO	
	STEP 2.3 The Accounting Statements [Section 2] are approved All members RESOLVED it present, and the contents noted and duly signed by the Chairman and the Clerk/RFO	
STEP 3	The Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the accounting statements. All members RESOLVED it present, and the contents noted and duly signed by the Chairman and the Clerk/RFO	
STEP 4	The RFO sets the commencement date for the exercise of public rights This was completed by the RFO	
STEP 5	The authority sends to the external auditor. a) The Annual Internal Audit Report – Completed by the Clerk b) The Annual Governance Statement – Completed by the Clerk c) The Accounting Statement - Completed by the Clerk d) An analysis of any significant variances year on year variance - Completed by the Clerk. e) A bank reconciliation as of 31 March 2022 - Completed by the Clerk f) Details of arrangements for the exercises of public rights: and g) Any other information that the auditor has specifically requested.	

06.22.06.07 PAYMENTS FOR AUTHORISATION

14.06.2022	Staff Payroll (MR)	£
14.06.2022	HMRC (MR)	£
14.06.2022	Clerks Expenses (MR)	£
14.06.2022	Rialtas	£
14.06.2022	Rialtas	£

Proposed by DP and seconded by SS and unanimously agreed by full council.

06.22.07 Parish Magazine

Cllr Goff reported that the printing of the magazine is up for renewal as the existing printer is giving up, they are concerned that they will run out of money. The Parish Council will try and help and find another printer. Cllr Deborah Papas said she might know if someone.

06.22.08

Borough Councillor's Report – Cllr Claudine Russell

Cllr Russell was not in attendance a report had been received and circulated. It was also noted that Marden, Yalding and Collier Street all have their meeting on a Tuesday making it difficult for Cllr Russell to attend

Meetings. It was **RESOLVED** by all members present that Collier Street could move their meetings to the First Monday of the month. The Clerk was asked to contact Cllr Russell to find out if this was more convenient for her, as the members really appreciated her input at the meetings.

06.22.09

County Councillor's Report – Cllr Lottie Parfitt-Reid

No attendance and no report

06.22.10 Recreation Field

- The Field is being cut every two weeks
- The Clerk was asked to check on the Marden Minors agreement and whether the hire fee Has been paid recently.

06.22.11 Flooding Update

Lead DG

DG – No update at the moment

06.22.12

Date of Next Meeting

The meeting confirmed that the next full meeting, scheduled to take place as a physical meeting, in The Orchard Room, St Margaret's School, Tuesday 12th July commencing at 7.00pm.

Prepared by | MICHELLE RUMBLE | Clerk to Collier Street Parish Council