

MINUTES

PARISH COUNCIL MEETING
COLLIER STREET PARISH COUNCIL
 Orchard Room, St Margaret's School
 on Monday 2ND OCTOBER 2023
 commencing at 19.00PM
 In attendance

Cllr Andrew Papas [Chairman] [AP]	Cllr Steve Sandys [SS]
Cllr Jack Highwood [JH]	Cllr Steve Barham [SB]
Cllr Deborah Papas [DP]	Cllr Deborah Papas [DP]
Cllr Kelly Rigden [KR]	
Parish Clerk Michelle Rumble [MR]	Borough Councillor – Cllr Russell
	One member of the public

23.10.01 APOLOGIES	Cllr Lottie Parfitt-Reid,	
23.10.02 DECLARATIONS OF INTEREST	None	
23.10.03 PLANNING	The Chair of the Planning Committee Cllr J Highwood will chair this section of the meeting.	
23/504271/SUB – PIPPINS, SHEEPHURST LANE, MARDEN		
Submission of details pursuant to condition 4 (biodiversity enhancement scheme) of application 23/502018/FULL It was proposed by Cllr Highwood, seconded by Cllr Sandy's and RESOLVED by all members present to a NO COMMENT		
23/504119/FULL – SEVEN ACRES, JARMONS FARM, JARMONS LANE, COLLIER STREET		
Erection of stable block and retention of existing concrete base ancillary to the main dwelling house (Retrospective) It was proposed by Cllr Highwood, seconded by Cllr Sandy's and RESOLVED by all members present to a NEUTRAL STANCE		
APP/U2235/W/23/3321094 – Land North of Little Cheveney Farm, Sheephurst Lane Notification of Appeal Lodged The members have already submitted a comment on this application, and this will be carried forward when the Appeal is heard.		
23.10.03.02 PLANNING DECISIONS		
23/503292/FULL - Lawton Place, Benover Road Enlargement of 2 no front existing pitched roof dormers APPLICATION GRANTED		
23/502767/FULL - Bridge House, Collier Street		

Conversion of outbuilding to 1 (no) residential dwelling with insertion of roof lights, alterations to windows and doors, extension to existing roof, associated garden, parking and access.

APPLICATION REFUSED

23.10.03.03

PLANNING CORRESPONDENCE

The Clerk circulated prior to the meeting the Planning Training from the 12th of September 2023

23.10.04

MEMBERS OF THE PUBLIC QUESTIONS

There was one member of the public

23.10.05

MINUTES OF THE MEETING HELD IN JULY 2023 TO BE APPROVED.

Full Council approved the minutes of this meeting as representing an accurate recording of the said meeting. Cllr A Papas signed the minutes as a true and accurate record.

23.10.06

CORRESPONDENCE AND ACTION POINTS

Email from a resident regarding the conflicting speed limit signs by Haviker Street. This was passed to Kent County Council.

23.10.07

CIL MONIES

HIGHWAY IMPROVEMENTS

The members spoke on possible uses of the CIL Money within the Parish, a footpath was discussed to enable people to walk safely to school. Landowners will need to be contacted on this matter.

No further updates currently.

23.10.08

VILLAGE HALL

There was a Village Hall Trustee present at the meeting, he reported that one of the Trustees had stepped down from the committee. He also spoke on the contribution from the Parish Council to the Village Hall committee. The Clerk will look out the minutes and financial reports to see what was approved and report back to the members.

23.10.09

HIGHWAYS

Members spoke on the accidents which had happened within the Village over the last month.

23.10.10

FINANCE

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

23.10.10.01. BANK RECONCILIATIONS – AUGUST, SEPTEMBER 2023

For members approval. Cllr A Papas signed the Bank Reconciliation

23.10.10.02. RECONCILIATION STATEMENTS – AUGUST, SEPTEMBER 2023

For members approval and sign off – Cllr A Papas signed the Bank Statement

23.10.10.03. RECORD OF PAYMENTS & RECEIPTS – AUGUST, SEPTEMBER 2023

For members approval – It was **RESOLVED** by all members present to make the payments

23.10.10.04. BUDGET REPORT YTD – AUGUST, SEPTEMBER 2023

For members approval – It was **RESOLVED** by all members present to accept the Budget Report

23.10.10.05. TRIAL BALANCE REPORT – AUGUST, SEPTEMBER 2023

For members approval – It was **RESOLVED** by all members present to accept the Trial Balance Report

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

23.10.10.06 – BANK MANDATE

The Clerk had finally managed to get the correct Bank Mandate from HSBC, the Clerk asked the two existing. Signatories Cllr Steve Barham and Cllr Steve Sandys to complete and sign the Mandate. Cllr Deborah Papas also Signed as a new Signatory.
The Clerk will also ask HSBC to remove the two signatories on the Bank Mandate who left the Parish Council quite. Some time ago.
The Clerk will now return this to HSBC hoping that it will be completed, and the Bank Signatories will be updated.

23.10.10.07

EXTERNAL AUDITORS REOPORT

The Clerk had received the External Auditors Report which had been circulated to all members prior to the Parish Council meeting. It was **RESOLVED** by all members to accept the report. The Clerk had advertised the Notice Conclusion of Audit on the Website and the Parish Noticeboard.
Comments made by the External Auditor were noted.

23.10.10.08

PAYMENTS FOR AUTHORISATION

It was **RESOLVED** by all members present to approve the payments below.
AUGUST 2023

	CSPC PAYMENTS - AUGUST		
DATE	PAYEE	AMOUNT	NARRATIVE
07.08.2023	MICHELLE RUMBLE	£769.97	CLERKS SALARY
07.08.2023	HMRC	£41.05	PAYE/NIC
06.08.2023	MICHELLE RUMBLE	£59.99	OFFICE 365
07.08.2023	MICHELLE RUMBLE	£95.08	CLERKS EXPENSES
07.08.2023	HSBC	£8.00	BANK CHARGES
07.08.2023	IONOS	£21.60	EMAILS
07.08.2023	CAPEL GROUNDCARE	£48.00	OUTDOOR PLAY EQUIPMENT INSPECTION
	TOTAL	£1,043.69	

SEPTEMBER 2023

	CSPC PAYMENTS - SEPTEMBER		
DATE	PAYEE	AMOUNT	NARRATIVE
04.09.2023	MICHELLE RUMBLE	£769.97	CLERKS SALARY
04.09.2023	HMRC	£25.52	PAYE/NIC
04.09.2023	MICHELLE RUMBLE	£95.08	CLERKS EXPENSES
04.09.2023	HSBC	£8.00	BANK CHARGES
04.09.2023	IONOS	£21.60	EMAILS
04.09.2023	CAPEL GROUNDCARE	£48.00	OUTDOOR PLAY EQUIPMENT INSPECTION

	TOTAL	£968.17	

OCTOBER 2023

CSPC PAYMENTS - OCTOBER			
DATE	PAYEE	AMOUNT	NARRATIVE
02.10.2023	MICHELLE RUMBLE	£769.97	CLERKS SALARY
02.10.2023	HMRC	£12.20	PAYE/NIC
02.10.2023	HMRC	£3.33	EMPLOYER NIC
02.10.2023	MICHELLE RUMBLE	£92.47	CLERKS EXPENSES
02.10.2023	HSBC	£8.00	BANK CHARGES
02.10.2023	IONOS	£21.60	EMAILS
02.10.2023	CAPEL GROUNDCARE	£48.00	OUTDOOR PLAY EQUIPMENT INSPECTION
02.10.2023	KALC	£60.00	NEW COUNCILLOR TRAINING - KELLY
02.10.2023	EDF ENERGY	£156.58	STREETLIGHTING ENERGY
02.10.2023	ROSPA	£106.80	PLAY SAFETY INSPECTION
02.10.2023	UNIQUE HOME & GARDENS	£486.00	NOTICEBOARD REPAIR
	TOTAL	£1,764.95	

23.10.09

BOROUGH COUNCILLOR'S REPORT – CLLR CLAUDINE RUSSELL

MBC Members Report from Cllr Claudine Russell

Dated: October 2023

Local Plan

The consultation on the inspectors' main modifications is now open and closes on the 13th of November. Representations can be made through the portal and via email as previous rounds.

Bin Replacements

As a cabinet we voted last week to change the policy on paying for replacement bins. If the bin crew can't empty a bin or a resident complains that their bin has a broken lip so can't be emptied, then a replacement bin will now be given free of charge. Charging will still apply to general requests for a new bin where it isn't broken.

Waste Crime

At the recent cabinet meeting, we voted to increase all of the waste crime penalties that MBC can enforce, it is all part of trying to keep our borough clean and making sure that anyone that fly tips/litters or ignores the rules on waste gets penalised as much as we can.

Parish Charter

At KALC it was mentioned that a main contact list for MBC would be of use. We are now looking to build this in, either to the parish charter itself or on a website for parishes where the information can be updated as it changes to make sure that the document is live and relevant to parishes needs.

Mote Park Café

The building is open and has recently been named by the Local Authority Building Control Excellence Awards 2023 as the regional winner of the "Best Public or Community Building" as well as being shortlisted as a finalist for the Grand Final on 19th January 2024 – fingers crossed!

Creative Communities Grants

The fourth and last round of the Creative Community Grants to help encourage arts engagement and community cohesion in Maidstone Town Centre are open. Applications are encouraged from groups and individuals for amounts between £500 and £2,000. Applications close on 30 November.

Events

The literary festival is on this week and tickets are already selling fast (it is a mixture of low price tickets and the children’s activities which are mainly free). It is being held in a lot of the historic buildings around the town and hopefully will bring life and footfall into the town centre. We hope that this may become an annual event.

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

23.10.10

COUNTY COUNCILLOR’S REPORT – CLLR LOTTIE PARFITT-REID

Cllr Parfitt-Reid had given her apologies for this meeting, no report had been received.

23.10.11

RECREATION FIELD

The Clerk reported that the repairs have been carried out to the play equipment highlighted in the Inspection Reports. The Clerk had also circulated prior to the meeting the Annual ROSPA Report. There was no equipment highlighted for urgent repair.

23.10.12

Flooding Update

Cllr Sandys gave his report.
The Clerk had received a report from a local resident on Flooding and asked if the Parish Council would like them to continue as the main point of contact for the Flooding in the Parish.
It was RESOLVED by all members present to accept the continued help of the resident. It was also noted that the Parish Council would like a copy of the Flood Action Report.

23.10.13

Date of Next Meeting

The Parish confirmed that the next full Council meeting will be, in The Orchard Room, St Margaret’s School on MONDAY 6TH NOVEMBER 2023
There being no further business the meeting closed at 20.45PM

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