

MINUTES

PARISH COUNCIL MEETING
COLLIER STREET PARISH COUNCIL
Orchard Room, St Margaret's School
on Monday 8th JANUARY 2024
commencing at 19.00PM
In attendance

Cllr Andrew Papas [Chairman] [AP]	Cllr Steve Sandys [SS]
Cllr Jack Highwood [JH]	
Cllr Deborah Papas [DP]	Cllr Deborah Papas [DP]
Cllr Kelly Rigden [KR]	Cllr Dave Sealey [DS]
Parish Clerk Michelle Rumble [MR]	Borough Councillor – Cllr Russell
Sue King (MBC ENFORCEMENT)	

24.01.01 APOLOGIES	Cllr Lottie Parfitt-Reid, Cllr Steve Barham	
24.01.02 DECLARATIONS OF INTEREST	None	
24.01.03 BOROUGH COUNCILLOR REPORT	<p>Cllr Russell was present and gave the following report to all members.</p> <p style="text-align: center;">MBC Members Report from Cllr Claudine Russell</p> <p style="text-align: center;">Dated: January 2024</p> <p>Rural England Prosperity Fund A gentle reminder that the second phase of funding is now open and grants of £50,000+ are available for groups to apply for and I would encourage as many rural communities as possible to come forward and apply for an REPF grant which could make a difference to their communities to upgrade a facility and improve their local environment and sustainability, supporting the rural economy into the future. For help to apply contact climateandbiodiversity@Maidstone.gov.uk . The application window closes on the 24th of January 2024.</p> <p>Events There is a full programme of events planned for 2024 and we look forward to the herd of Shaun the Sheep that will be flocking to the town this summer. More details to follow.</p> <p>Boundary Changes Just a reminder that as we move into 2024, this will be the time that the new borough ward boundaries and MP constituency boundaries alter for the first time, and Maidstone Borough Council run all out elections for a 4-year term. Our ward remains Marden and Yalding and now will include the village of Hunton, whilst our MP constituency</p>	

	<p>is now called “The Weald” and no longer includes the urban areas of Maidstone, instead covering rural villages and including three borough councils. On the borough ballot paper this year, you will be selecting three rather than the usual one candidate as our ward continues to remain a 3-member ward.</p> <p>Out of Hours Emergency Contact There have been a couple of things throughout the ward that people have asked for the out of hours MBC contact for, so I thought it was worth a reminder. The phone no: <u>01622 602000</u> The message is below that gets played:</p> <p>OPENING IVR MENU (1)</p> <p>Thank you for calling Maidstone Borough Council. Our offices are now closed. Opening hours are <u>Monday to Thursday 9am - 5pm</u> and <u>Friday 9am - 4.30pm</u>.</p> <ul style="list-style-type: none"> • If you are homeless tonight and have nowhere else to stay, please press one now. • For matters where public safety is at risk, then please press 2. • If you are living in a property owned or managed by Maidstone Borough Council and you have an emergency situation, please press 3. • If you are calling regarding unauthorised encampments, then please press 4. • For everything else please listen to the following messages. <p>Budget Shortly we will be finalising our MBC budget. Through prudent financial management we are predicting a balance budget position for 2024/25 but the following years get more difficult as KCC cuts to services that have to be met by districts, distinct national grant funding cuts and the increasing pressures on our temporary accommodation budget make for difficult future financial conditions.</p> <p>As always, if you need my help, please do not hesitate to email me at claudinerussell@maidstone.gov.uk</p>	
<p>24.01.04 COUNTY COUNCILLOR REPORT</p>	<p>Cllr Lottie Parfitt-Reid was not in attendance and no report had been received.</p>	
<p>THE MEETING WAS ADJOURNED AT 19.25PM AND IN CLOSED SESSION TO HEAR A REPORT FROM SUE KING IN THE ENFORCEMENT TEAM AT MAIDSTONE BOROUGH COUNCIL. THE MEETING THEN RESUMED AGAIN AT 19.52PM AND SUE KING LEFT THE MEETING AS DID COUNCILLOR RUSSELL</p>		
<p>24.01.05 PLANNING MATTERS</p>	<p>The Chair of the Planning Committee Cllr J Highwood will chair this section of the meeting.</p>	

	The Following planning applications were commented on outside the Parish Council meeting.	
	<p>23/505235/LBC – SAXONDEN, COLLIER STREET, TONBRIDGE <i>Listed Building Consent for erection of oak framed garden room to the rear following removal of existing conservatory.</i> IT WAS RESOLVED BY ALL MEMBERS TO A NEUTRAL STANCE.</p>	full
	<p>23/505235/FULL – SAXONDEN, COLLIER STREET, TONBRIDGE SAXONDEN, COLLIER STREET, TONBRIDGE <i>Erection of oak framed garden room to the rear following removal of existing conservatory.</i> IT WAS RESOLVED BY ALL MEMBERS TO A NEUTRAL STANCE.</p>	
	<p>23/505340/LBC - DEN FARM HOUSE, DEN LANE, COLLIER STREET. <i>Listed Building consent for works associated with the conversion of existing disused agricultural barn to a residential dwelling including alterations to fenestration and installation of foul water treatment unit. (Resubmission of 22/505307/LBC)</i> It was RESOLVED BY ALL MEMBERS TO A NEUTRAL STANCE.</p>	
	<p>23/505419/FULL - SPITZBROOK BARN VIEW, HAVIKER STREET <i>Change of use of land from agricultural use to residential garden use, erection of car barn and creation of patio/vehicle turning area. (Revised scheme to 23/503794/FULL)</i> It was RESOLVED BY ALL MEMBERS TO SUPPORT THIS APPLICATION</p>	
	<p>22/501335/FULL - LAND NORTH OF LITTLE CHEVENEY FARM, SHEEPHURST LANE, MARDEN APP/U2235/W/23/3321094 Installation of a renewable energy led generating station comprising of ground-mounted solar PV arrays, associated electricity generation infrastructure and other ancillary equipment comprising of storage containers, access tracks, fencing gates and CCTV together with the creation of a woodland and biodiversity enhancements. THE APPEAL WILL BE HEARD ON THE 16TH OF JANUARY 2024 WILL START AT 10AM AT THE TOWN HALL, HIGH STREET, MAIDSTONE</p>	
	<p>24.01.05 NEW PLANNING APPLICATIONS</p>	
	<p>23/504372/FULL - LAWTON PLACE, BENOVER ROAD, YALDING Erection of outbuilding (Retrospective) Insertion of 2 no dormer windows and use of roof space as annex accommodation. Amended plans and change of description 15.12.23. IT WAS RESOLVED BY ALL MEMBERS TO A NEUTRAL STANCE</p>	
	<p>20/505751/EFIL - REED COURT FARM, HUNTON ROAD, MARDEN – THIS IS AN AMENDED APPLICATION. Erection of a new free range egg farm consisting of 2 no hen houses with extensive outdoor ranges and fencing, formal vehicle access from Hunton Road and associated parking, landscaping, woodland, and tree planting, drainage, and other associated works. IT WAS RESOLVED BY ALL MEMBERS PRESENT TO A NEUTRAL STANCE</p>	
	<p>24.01.05.01 PLANNING DECISIONS</p>	
	NONE	
	<p>24.01.05.02 PLANNING CORRESPONDENCE</p>	
	NONE	

<p>24.01.06 MEMBERS OF THE PUBLIC QUESTIONS There were no members of the public present.</p>
<p>24.01.07 MINUTES OF THE MEETING HELD IN NOVEMBER 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.</p>
<p>24.01.08 CORRESPONDENCE AND ACTION POINTS None.</p>
<p>24.01.09 CIL MONIES NO UPDATES AT PRESENT</p>
<p>24.01.10 VILLAGE HALL NO UPDATES ON THE VILLAGE HALL AT PRESENT</p>
<p>24.01.11 HIGHWAYS No updates this month</p>
<p>24.01.12 FINANCE</p>
<p>Copy documents sent electronically to all members in advance of the meeting.</p>
<p>24.01.12.01. BANK RECONCILIATIONS – NOVEMBER AND DECEMBER 2023</p>
<p>For members approval. Cllr A Papas signed the Bank Reconciliation</p>
<p>24.01.12.02. RECONCILIATION STATEMENTS – NOVEMBER AND DECEMBER 2023</p>
<p>For members approval and sign off – Cllr A Papas signed the Bank Statement</p>
<p>24.01.12.03. RECORD OF PAYMENTS & RECEIPTS – NOVEMBER AND DECEMBER 2023</p>
<p>For members approval – It was RESOLVED by all members present to make the payments</p>
<p>24.01.12.04. BUDGET REPORT YTD –NOVEMBER AND DECEMBER 2023</p>
<p>For members approval – It was RESOLVED by all members present to accept the Budget Report</p>
<p>24.01.12.05. TRIAL BALANCE REPORT – NOVEMBER AND DECEMBER 2023</p>
<p>For members approval – It was RESOLVED by all members present to accept the Trial Balance Report</p>
<p>Copy documents sent electronically to all members in advance of the meeting</p>
<p>24.01.12.06 BUDGET 2024/2025 The Clerk and Chairperson had circulated the Draft Budget prior to the meeting. Budget Headings were. Then looked at amendments made; it was RESOLVED to increase the Marden Minors Pitch Fee to £250.00. The Clerk will let them know. It was then proposed by Cllr Highwood and Seconded by Cllr Deborah Papas to set and increase the precept. For the year 2024/2025 to £21837, that is an increase of, and the Budget amendments were made, this will.</p>

Be circulated to all members. The Budget was then approved for the year 2024/2025.

24.01.12.07 – Clerk circulated to all members the Standing Orders to adopt.
It was **RESOLVED** by all members to adopt the Standing Orders

24.01.12.07 – Clerk circulated to all members the Complaints Policy to adopt.
It was **RESOLVED** by all members to adopt the Complaints Policy

24.01.12.07 – Clerk circulated to all members the Document Retention Policy to adopt.
It was **RESOLVED** by all members to adopt the Document Retention Policy

24.01.12.07 – Clerk circulated to all members the Lone Worker Policy to adopt.
It was **RESOLVED** by all members to adopt the Lone Worker Policy

24.01.12.07

PAYMENTS FOR AUTHORISATION

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

CSPC PAYMENTS - DECEMBER 2023				
DATE		PAYEE	AMOUNT	NARRATIVE
04.12.2023	BACS	MICHELLE RUMBLE	£825.50	CLERKS SALARY
04.12.2023	BACS	MICHELLE RUMBLE	£330.00	NALC BACK PAY AWARD 2023/24
04.12.2023	BACS	MICHELLE RUMBLE	£110.28	CLERKS EXPENSES
04.12.2023	DD	HSBC	£8.00	BANK CHARGES
04.12.2023	DD	IONOS	£21.60	EMAILS
04.12.2023	BACS	CAPEL GROUND CARE	£48.00	OUTDOOR PLAY EQUIPMENT INSPECTION
		TOTAL	£1,343.38	

JANUARY 2024

CSPC PAYMENTS - JANUARY 2024				
DATE		PAYEE	AMOUNT	NARRATIVE
08.01.2024	BACS	MICHELLE RUMBLE	£825.50	CLERKS SALARY
08.01.2024	BACS	MICHELLE RUMBLE	£98.96	CLERKS EXPENSES
08.01.2024	DD	HSBC	£8.00	BANK CHARGES
08.01.2024	DD	IONOS	£21.60	EMAILS
08.01.2024	BACS	CAPEL GROUND CARE	£48.00	OUTDOOR PLAY EQUIPMENT INSPECTION
		TOTAL	£1,002.06	

24.01.12.11 – FINANCE CORRESPONDENCE

The Clerk circulated to all members the Council Tax and Precept Letter from Maidstone Borough Council For the year 2024/2025.

This was noted by all members

23.11.13

RECREATION FIELD

LITTER BIN

It was RESOLVED by all members that another litter bin will not be placed at the entrance to the Car Park, this. Item will now be removed from the agenda.

PLAY AREA INSPECTION REPORT

This was circulated to all members and items highlighted for repairs in the report, the Clerk had obtained a Quote for the repairs which had been circulated which was as follows:

To replace 27 missing bolt caps

To replace the bushes on both swing sets

To replace the missing roof section on the Multi Play unit – This quote is on the understanding that the roof. Panels and timbers are still in the Parish Councils possession and are intact.

TOTAL COST £ 301.56

It was **RESOLVED** by all members to accept the quote

24.01.14

FLOODING UPDATE

Cllr Sandys gave his report.

24.01.15

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 5th FEBRUARY 2024

There being no further business the meeting closed at 21.10PM

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