

COLLIER STREET PARISH COUNCIL

To All members of the Parish Council. You are hereby summoned to attend the Parish Council **meeting of COLLIER STREET PARISH COUNCIL** at the Orchard Room of St MARGARETS SCHOOL, COLLIER STREET on Monday 2nd JUNE 2025 commencing at 19.00PM

Signed: Mrs. M Rumble
Clerk of Collier Street Parish Council
Date: 27TH MAY 2025

All members of the public are welcome to attend and are reminded that this is a Parish Council meeting held in public, not a public meeting.

The meeting will be adjourned to allow members of the public to ask questions. Anyone wishing to address the Council on any subject, should note the following details:

- Any question must be sent as a transcript, at least seven days prior to the meeting, to the Clerk at clerk@collierstreetparishcouncil.gov.uk
- If more than one person wishes to speak about the same item, a spokesperson must be nominated.
- All questions should be courteous, and the speaker must not deviate from the subject.
- This is an opportunity to ask questions, not to raise complaints against the Council or any Councillor.
- Councillors may decide to answer the question at the meeting or add any item to the agenda of a later Parish Council meeting.

Legislation allows for the meeting to be recorded – Please inform the Clerk if you wish to do this.

AGENDA

25.06.01 Apologies – To receive and accept apologies and reasons for absence.

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting, Under Section 85(1) of the Local Government Act 1972. The Members present must decide whether the reason(s) for a member's absence shall be accepted.

25.06.02 DECLARATIONS OF INTEREST

To receive declarations of personal, prejudicial, and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.

25.06.03 MINUTES LAST MEETING

To consider the Minutes of the 12TH MAY meeting and, if in order, to authorise the Chairperson to sign as a true and accurate record.

25.06.04 EXTERNAL REPORTS

Borough Councillors
County Councillors.

25.06.05 Public Forum – time limit 15 minutes.

25.06.06 Planning - (Chair: Cllr Jack Highwood)

Any new applications received after the date of this agenda will be discussed at the meeting.

APPLICATION REF 25/501866/FULL	ADDRESS: 1 Martins Farm Cottages, Collier Street, Tonbridge
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	PROPOSAL: Creation of new vehicular access to the highway including new dropped kerb, vehicle crossover and driveway. Additional soft landscaping. COMMENTS DUE BY: 5 June 2025 CASE OFFICER: ANGELA WELSFORD
APPLICATION REF: 25/501877/FULL	ADDRESS: THE STABLE, CROW PLAIN, COLLIER STREET PROPOSAL: Erection of a self-build detached annexe with associated parking (resubmission of 24/503273/FULL) COMMENTS DUE BY 11 JUNE 2025 CASE OFFICER: FRANCIS AMEKOR

25.06.06.01 PLANNING DECISIONS MADE BY MBC

None

25.06.07 CIL MONIES – (Cllr D Papas)

CIL Monies balance and spend to date.

25.06.08 HIGHWAYS AND FOOTPATHS – (Cllr D Papas)

Reports since last meeting

25.06.09 FINANCE

25.06.09.01 To approve the bank reconciliation for May

25.06.09.02 To approve the bank statements for May

25.06.09.03 To approve the trial balance

25.06.09.04 To approve the budget report YTD

25.06.09.05 To note any income received since the last meeting.

25.06.09.06 To approve payments since the last meeting

25.06.09.07 To approve the Insurance for the year 2025/2026 (two quotes circulated Zurich Insurance and Clear Councils Insurance.

25.06.10 TO REVIEW AND ADOPT THE FOLLOWING POLICIES: -

FINANCIAL REGULATIONS 2025

STANDING ORDERS 2025

COMPLAINTS PROCEDURE 2025

LONE WORKER POLICY 2025

RETENTION PERIOD 2025

DIGNITY AT WORK, BULLYING AND HARASSMENT POLICY 2025

FILMING AND RECORDING OF MEETINGS 2025

25.06.11 END OF YEAR ACCOUNTS 2024-2025

AT THE FULL COUNCIL MEETING TO APPROVE THE FOLLOWING:

- The accounting statement [section 2] has been prepared and signed by RFO.
- The Annual Internal Audit Report is received and noted.
- The Annual Governance Statement [section1] is approved.
- The Accounting Statements [section 2] is approved.
- The Chairperson and Clerk of the meeting sign the Annual Governance Statement, and the Chairperson signs the accounting statements.
- The RFO sets the commencement date for the exercise of public rights.
- The authority sends to the external auditor.
- The Annual Internal Audit Report

- The Annual Governance Statement
- The Accounting Statement
- An analysis of any significant variances year on year variance
- A bank reconciliation as of 31 March 2025
- Details of arrangements for the exercises of public rights: and
- Any other information that the auditor has specifically requested.

25.06.12 RECREATION FIELD AND CAR PARK

Village green electricity and connection - **UPDATE FROM CLLR WARD**

TO APPROVE – THE Quote from Essex Steel for the Height Barrier

Email from the FOCSS asking for permission to use the Recreation Ground for additional parking on Saturday 21st June from Midday until 4pm for the Pet Show

25.06.13 FLOODING – (Cllr Jack Highwood)

25.06.14 CORRESPONDENCE

Road Safety Newsletter January-March 2025

Email from resident re the Play area - circulated

25.06.15 DATE OF NEXT MEETING

The next Parish Council meeting will be held on Monday 7th JULY 2025, commencing at 7.00pm - Orchard Room of St MARGARETS SCHOOL, COLLIER STREET.