

AGENDA

You are summoned to attend the **AGM/Annual Parish Meeting** of the **COLLIER STREET PARISH COUNCIL** on Monday 17th May 2021.

(The AGM is scheduled to commence at 6.45pm with the APM commencing at 7.30pm)

When the following business is proposed to be transacted: -

05.21.1. Apologies																																																																										
05.21.2. Declarations of Interest																																																																										
05.21.3. Minutes of Previously held Meetings. 05.21.03.01 Full Meeting Monday 12th April 2021 05.21.03.02 Development Control 29th April 2021				The Clerk																																																																						
05.21.04 PLANNING																																																																										
Application: 21/502084/PNQCLA Address: The Packhouse Den Lane Collier Street Tonbridge Kent																																																																										
Prior Notification for change of use of agricultural barn to 3no. dwellings and associated operational development. For it's prior approval to: - Transport and Highways impacts of the development - Noise impacts of the development - Contamination risks on the site - Flooding risks on the site - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwellinghouses)																																																																										
05.19.05 Elections of Officers																																																																										
<table border="1"> <thead> <tr> <th colspan="5">ELECTION OF OFFICERS</th></tr> <tr> <th>POSITION</th><th>NOMINEE</th><th>PROPOSER</th><th>SECONDER</th><th>ELECTED</th></tr> </thead> <tbody> <tr> <td>Lead Cllr</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Chairman</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Vice Chair</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Chair</td><td></td><td></td><td></td><td></td></tr> <tr> <td>F&DCC</td><td></td><td></td><td></td><td></td></tr> <tr> <td>F@DC</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Committee</td><td>All Cllrs Serve on this Committee</td><td></td><td></td><td></td></tr> <tr> <td>KALC Parish</td><td>1.</td><td>X</td><td>X</td><td>X</td></tr> <tr> <td>Representatives</td><td>2.</td><td>X</td><td>X</td><td>X</td></tr> <tr> <td>(2)</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Community Safety</td><td></td><td>X</td><td>X</td><td>X</td></tr> <tr> <td>Rep</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>					ELECTION OF OFFICERS					POSITION	NOMINEE	PROPOSER	SECONDER	ELECTED	Lead Cllr					Chairman					Vice Chair					Chair					F&DCC					F@DC					Committee	All Cllrs Serve on this Committee				KALC Parish	1.	X	X	X	Representatives	2.	X	X	X	(2)					Community Safety		X	X	X	Rep				
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Recreation Field Rep	X	X	X
Village Hall	X	X	X
Committee Rep			
Highways	X	X	X
Police & Police	X	X	X
Forum Rep			
Flood Committee	X	X	X
Rep			

05.19.05

PAYMENTS FOR APPROVAL OF FULL COUNCIL

DATE	ELECTRONIC PAYMENT REFERENCE	PAYEE	AMOUNT	NARRATIVE
10.05.2021	TBC	The Clerk	TBC	
10.05.2021	TBC	HMRC	TBC	
18.05.2021	TBC	SOS WEB	£106.00	Domain hosting and Elementor Renewal [Paid Annually]
18.05.2021	TBC	ZOOM	£143.88 [gross]	

05.21.05.01

RETROSPECTIVE PAYMENTS FOR THE MONTH OF APRIL 2021

Date	Type	Description	Paid Out	Paid In
09-Apr-21	CR	MBC ACCPAY [PRECEPT 2021-22]		17806
15-Apr-21	BP	ALAN CROCKER COLL ST PARISH CNC	610.91	
15-Apr-21	BP	RIALTAS BUSN SOLS 28625	180.00	
15-Apr-21	BP	AUDITING SOLUTIONS A6877	390.00	
15-Apr-21	BP	HMRC PAYE/NIC CUMB 120PV004463301504	140.40	
15-Apr-21	BP	Lee and Son INV 2487	1680.00	
19-Apr-21	DD	COMMERCIAL CARD	26.39	
21-Apr-21	DD	EDF ENERGY CUST PLC FIRST PAYMENT	34.60	
22-Apr-21	CR	HMRC VTR [VAT RECLAIM]		3292.72

05.21.05.02 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
	2.2	The Annual Governance Statement [Section 1] is approved
	2.3	The Accounting Statements [Section 2] are approved
STEP	3	The Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the accounting statements
STEP	4	The RFO sets the commencement date for the exercise of public rights
STEP	5	<p>The authority sends to the external auditor.</p> <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 f) Details of arrangements for the exercises of public rights: and g) Any other information that the auditor has specifically requested.

05.21.05.02 APPROVAL OF FINANCE REPORTS FOR APRIL 2021

05.21.05.02.01 Bank Reconciliation Report

05.21.05.02.02 Upcoming Payments and Retrospective Payments

05.21.05.02.03 Receipts for the Month

05.21.05.02.04 Budget Reports to April 2021

05.21.06 ORGANISATION REPORTS

ORGANISATION	Representative	Report
Borough Councillor	Claudine Russell	
Chairman's Report	CLlr David Goff	
Kent County Councillor	<u>Maidstone Rural</u> <u>South</u> Lottie Parfitt-Reid	
FOCSS	Emailed	
Helpings Hands Magazine	Margaret Ashworth	
The Editors	<p><u>COLLIER STREET PARISH COUNCIL ANNUAL GENERAL MEETING, 17TH MAY 2021 – REPORT FROM THE COLLIER STREET NEWS</u></p> <p>Jacki Fogg and Emma Howard continue to edit the magazine and Tracey Bentley remains as Treasurer. A small team of distributors ensure that every property in the village receives a copy, we greatly appreciate their help.</p> <p>Ten editions per annum are currently produced and delivered to 333 properties in the village and immediate outskirts, this will increase over the next few months as the new properties at Willow Grove become occupied.</p>	

The team have been concerned recently because income from advertisements is not enough to cover the cost of printing. Meetings have been held with David Goff, Chairman of the Parish Council and it was agreed to undertake a survey of residents to get their thoughts on the future of the magazine. An advertisement was subsequently put into the magazine from which a number of residents made voluntary contributions towards printing costs. We are very grateful to everyone who made a contribution, it is good to know that the magazine is considered a useful source of information.

Unfortunately, even with the voluntary contributions there would still have been a shortfall in funds. However, a new resident to the village, Darryl Chappell, came forward as a sponsor in March 2021. He will now take on the printing of the magazine at a greatly reduced rate. This will ensure that the future of the magazine is secure. We are very grateful to Darryl and his company, Managed Technology.

Jacki, Emma and Tracey

There are over a hundred residents on the list of people emailed with NHW bulletins. Fortunately, we have very low crime rates in the Parish. Most recently we have been sharing information and advice about attempted dog thefts, sadly two litters of puppies were stolen from two different properties in a Yalding parish. The NHW list was especially useful when we needed to share information about help available during the Covid 19 lockdowns and more recently with providing information about Vaccination centres. I know from responses I received that it was much appreciated at the time.

In combination with the WhatsApp Residents' Group and the PC website we manage to keep residents well informed.

PCSO Nicola Morris

Sean Randell/

Sarah Perks

Revd. Paul Kish

Gareth Waterman

DG & Stephane

McKay

All 6 houses are happily occupied at the moment, the last change of resident occurred in 2019.

There has been a recent change of roles within the Trustees as Donald Troup, our long serving Treasurer, decided to retire and our Clerk Sue Gerrish asked to switch roles and become the Treasurer. We were lucky to find a new Clerk before Donald retired which meant both the new Clerk and new Treasurer could 'shadow' their predecessors for a few months and this has led to a very smooth transition. Our new Clerk is DeAnn Parsons who lives in Yalding.

Michael Stewart, another long standing Trustee, has decided to retire but will stay in the role until a replacement is found. We currently have vacancy advertisements for a new Trustee and for a Handyman willing to do small odd jobs as needed.

The Almshouses were built in 1847 so maintenance is the prime topic of communication for Trustees during the year and at the meetings. We have recently had a fire inspection and have followed through some minor recommendations. During the past winter there were some issues with problematic hot water supplies and erratic heating linked to boiler problems. It was dealt with promptly at the time

**Neighbourhood
Watch
Barbara Grandi**

**Police
Speedwatch/
Lorrywatch
St Margaret's
Church
St Margaret's
School
Woodpeckers**

**Yalding
Almshouses**

but we have arranged a full review so that a more efficient and reliable system can be installed this year.
We have a reliable and friendly gardener who has maintained the gardens all through the lockdowns and we are pleased with the general appearance of the homes and gardens.

Barbara Grandi

Chairman: Yalding Almshouses

CLlr David Goff

**Yalding
Education
Foundation**

05.19.07 Date of Next Full Meeting

Next Full Council Meeting 14th June 2021 commencing at 7.30pm Venue TBC

Prepared by

Alan Crocker

Clerk to Collier Street Parish Council