

MINUTES
ANNUAL PARISH MEETING AND ANNUAL MEETINGS OF
COLLIER STREET PARISH COUNCIL

Orchard Room, St Margaret's School

on Monday 13th MAY 2024

commencing at 19.00PM

In attendance

Cllr Andrew Papas [Chairman] [AP]	Cllr Kelly Rigden [KR]
Cllr Steve Barham [SB]	Cllr Charlie Cooper [CC]
Cllr Deborah Papas [DP]	
Parish Clerk Michelle Rumble [MR]	Borough Councilor – Cllr Russell
Mr. Ben Ward	

24.05.01		
RESULTS OF ELECTIONS 2024	The Election was uncontested, and we have a new Parish Councillor Mr Charlie Cooper. He was welcomed to the Parish Council. There was still one vacancy. The Clerk had circulated prior to the meeting the Declarations Pecuniary Interest form and Acceptance of Office. These need to be returned to the Clerk at the next meeting, if not already done so.	
24.05.02 ELECTION OF CHAIRPERSON	The Clerk took this part of the meeting and asked for any nominations for Chairperson. Cllr D Papas nominated Cllr A Papas; this was seconded by Cllr Barham. RESOLVED by all members present. Cllr A Papas took the chair and the continued with the meeting.	
24.05.03 ELECTION OF VICE-CHAIRPERSON	The Chairman asked for nominations, Cllr D Papas proposed Cllr Highwood (who stated before the meeting that he would be prepared to carry on as Vice-chairman. This was seconded by Cllr Barham. In his absence it was RESOLVED by all members present to elect Cllr Highwood as Vice-chairman.	
24.05.04 APOLOGIES	Cllr Highwood,	
24.05.05 DECLARATION OF INTEREST.	None	
24.05.06 MINUTES	MINUTES OF THE MEETING HELD IN APRIL 2024 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.	
24.05.07	MBC Members Report from Cllr Claudine Russell Dated: MAY 2024	

BOROUGH COUNCILLOR REPORT	<p>Cllr Russell was in attendance, and gave her report, it was about Bins and collection days which had changed. There had been some initial problems, but they were working with the Bin Contractors to work this out.</p> <p>Cllr Russell also stated that the Local Plan had been voted through – it was now adopted and was now in the 6-week Judicial Review period. Supplementary planning documents will come next.</p> <p>As always, if you need my help, please do not hesitate to email me at claudinerussell@maidstone.gov.uk</p>	
24.05.08 COUNTY COUNCILLOR REPORT	<p>Cllr Lottie Parfitt-Reid was not in attendance, but a Report had been received prior to the meeting.</p> <p><u>Kent County Council:</u></p> <p><u>Budget</u></p> <p>Prior to the budget, KCC received news that government were giving some additional support to local authorities which with the exceptionally challenging financial pressures all councils are under is very welcome. Of the 600M announced, 500m is new funding for councils with responsibilities for adult social care and children's social care. The benefit to KCC is around 12.9 M, however this really doesn't address the structural issues we are faced with. Circa £13m, when we were looking at requiring £118m in savings isn't going to cut it and difficult decisions to ensure the councils sustainability will have to be made.</p> <p><u>Adult Social Care</u></p> <p>ASC is still, and probably will be until the whole sector is reformed, the biggest and most troublesome aspect of our statutory responsibilities. Many transformative initiatives are happening which are starting to show green shoots of delivery, but it is early days, and the problem is ever increasing. There's a big push or drive to increase the uptake of directs payments.</p> <p>We have launched a new technology service; Enabled Lives with a raft of digital technologies with the aim to keep people living independent healthier and longer lives in their own homes.</p> <p>I was asked to serve on the ASC committee which started in March. I have a personal interest in this area and am looking forward to contributing to this department.</p> <p><u>Children's Services:</u></p> <p>The closure of the Marden Children's centre remains first and foremost for our division, and whilst it's a very disappointing decision I have constantly sort assurances that the money will be invested in staff and people to deliver a comprehensive and reliable outreach service for our residents. I have also been reassured no closure will happen until we know what and where</p>	

and HOW the service will be delivered. Our meeting with the team was positive but now we need to see the actions. My concern is that things are happening at a snail's pace and then suddenly it's all change so I will keep asking for updates.

UASC:

We continue to press for a comprehensive national transfer scheme as this is the only long-term solution to enable us to dispatch all our legal responsibilities. This is after all a national issue and must be treated so. Reception capacity for 9 sites is being established to comply with the court judgment from last July, no such site is currently in our division.

Highways

The state of the road network

The state of our roads is blatantly clear for all to see, and the situation is not good, we are of course at the worst time of year for torrential rain coupled with freeze thaw the damage is unprecedented. This is unquestionably a national problem, driving the back lanes of Norfolk on a regular basis I see the same problems everywhere. This of course provides no comfort to residents. Recent correspondence with Neil Baker our highways cabinet member with whom I'm in constant touch has emphasised that to repair and bring up to standard our entire network would cost £700M and if all assets were included it would be in excess of £1B this puts the government's announcement which allocates us £134m over the next 10-11 year into context, it should be noted this is also back-ended...it will help but is hardly transformational. On a positive note, we are bringing the pothole blitz forward and the funding does give us a degree of confidence to set longer term plans.

Utility Roadworks

This is probably the number one issue I get contacted about - Emergency Road closures. These spring up instantly and seemingly with no thought or consideration for planned or scheduled works that are going on currently. Consequently, we have set up a Project Team to look at the whole issue, which is more complicated than might be supposed. This is not least because a significant percentage of Utility Roadworks are classed as emergencies, on their own definition of the term, which mean that KCC gets no notice of them, and only has to be informed two hours after they start. I will give more detail about this in my annual report which will be sent over in the next couple of weeks. But just to note in conclusion over 30% of road closures are done under Emergency powers.

On a final and personal note, whilst I have many concerns regarding the budget, I felt it my duty to vote it through. Things are very challenging, but nothing compared to the

consequences of having to issue a 114 notice. There was however a saving put forward of 1.3million which involved the allocation of approx. £330k to MBC to assist with recycling, which was to cease immediately. On the surface it would be easy to conflate this with money that could be used to save the HWRC, but they are different things. This money is vital for the borough and would in the long term save KCC money in the form of gate fees at the Allington incinerator by diverting recycling to material recovery facilities in advance, therefore less waste to Allington. It also helps us hit recycling targets allowing us to reclaim PRN. An amendment was put forward by the opposition to restore this payment to the 4 boroughs which I explained to the leadership team I felt I must support and therefore voted for this amendment.

Public Rights of Way:

The headlines (the tables are below for information):

- Length of PRow network in Maidstone Rural South (as best as we can get it): 132Km.
- 5Km length of PRow are cleared three times by contractors through the summer months. We're always happy to discuss amendments to our programme with the Parishes if they feel that routes should be added (or removed).
- 177 issues reported through the last 12 months,
- 97 of which are resolved.
- 41 are awaiting inspection.
- 31 are in progress in one way or another.
- 8 alignment/ long term obstruction issues have been reported/ identified. Just one or two of these can generate huge amounts of work for officers, can take many months and involve legal challenges.
- 21% of the network has been inspected by volunteers in the last 12 months.
- 29 Hours of volunteer work.
- One temporary closure to facilitate work.
- Interestingly 155 property searches were responded to. It's a very accurate indicator of the volume of property sales.

Works of note:

Boughton Monchelsea:

KM110 – several trees cleared, revetment work to riverbank hopefully planned for this year.

KM115 – completely obstructed by palisade fence by the landowner after repeated acts of vandalism and an assault on a farm worker, originating from Park Wood. Now open again but access more secure. Several trees cleared and path strimmed.

KM116 – very overgrown path cut back.

Chart Sutton:

KH548 – re-opening of long obstructed footpath.

KH562 – management of path through unauthorised traveller site.

KCC has been operating without an officer in the Maidstone area for the last few months. Recruitment is underway and hopefully we'll have someone in post early in the new financial year.

Maidstone South: Key PRow Data (last 365 days from 13/01/2023)

Issue Status	Boughton Monchelsea	Chart Sutton
Resolved/ Closed	45	7
Awaiting Allocation	0	0
Allocated - Awaiting Inspection	8	7
In Progress	0	1
Landowner Action	0	1
Long Term Obstruction/ Alignment	1	6
Work Added to Forward Maintenance Plan	5	0
Work Scheduled	3	1
Parish Total	62	23
Issues Resolved/Closed (%)	72.58%	30.43%
Issues Open/Live (%)	27.42%	69.57%

PRow Network	Boughton Monchelsea	Chart Sutton
Length of PRow (m)	16,300	24,927
Length of PRow (m): Vegetation Clearance	1148	868
% Length of PRow : Vegetation Clearance	7.04%	3.48%
Total Length of Clearance Over 3 Cuts (m)	3444	2604
Length of network (m) inspected by volunteers	5423.41	2608
% Length of PRow inspected by volunteers	33.27%	10.46%

Barrier	5	0
Bridge	12	29
Fingerpost	51	44
Gap	16	14
Gate	31	43
Steps	6	7
Stile	16	42
Parish Total	137	179
Furniture inspected by officers during period	74	52
% Furniture Inspected	54.01%	29.05%

Property search requests for PRow and CLVG (Full response required)	2	5
Property search carried out for PRow and CLVG (Full response not required)	3	38

As always if there are any particular topics of interest don't hesitate to contact me.

Lottie Parfitt-Reid

24.05.09

CHAIRMANS REPORT

The chairman had circulated his report prior to the meeting for all members to note.

Collier Street Parish Council

2024 Chairman's Report

Elections

Six nominations for the seven seats were received by the Recording Officer for the uncontested parish election this May, and so all were duly elected.

I am delighted to welcome Charlie Cooper as our newest member and look forward to working with him.

Retirements

After many, many years of service, David Sealey and Steve Sandys both decided to stand down from the Parish Council, earlier in 2024.

I would like to take this opportunity to personally thank them for 7+ and 20+ years, respectively, of commitment to their local community. Their wisdom, experience and wit will be sorely missed, and on behalf of the Parish Council, I wish them a happy 'retirement'.

Planning

Councillors David Sealey and Jack Highwood have worked regularly, methodically and diligently researching and opining on each and every planning application that impacts our Parish.

It is still important, of course, for local people to 'have their say' on any planning application, as being a planning 'consultee' such as the Parish Council, can only take things so far.

Highways

In the past year, we have been able to get agreement from KCC Highways for to an additional SLOW sign on Green Lane, to the North of the Haviker Street junction. We know that this junction continues to be problematic, and will continue to work with KCC, to see if any further improvements are possible.

We also try to keep on top of road painting, and most of the 30 roundels were refreshed earlier this year.

A number of items on our wish list have been discussed over the past year, and we continue to work with KCC, where the need for our requests is often challenged.

Parish Clerk

I would like to personally thank our Parish Clerk, Mrs. Michelle Rumble for her continued patience and hard work.

24.05.10

PARISH COUNCILLOR VACANCY

The Parish Council are allowed to fill the vacancy by co-option, due to the fact there had only recently been an election. Mr Ben Ward who was present at the meeting wished to fill the vacancy on the Council. It was proposed by Cllr D Papas, seconded by Cllr S Barham, and **RESOLVED** by all members present that Mr Ben Ward was co-opted onto the Parish Council.

The Clerk will forward him all the relevant forms which need to be completed and returned as soon as possible.

The Clerk will sort out New Councillor training for both Cllr Cooper and Cllr Ward.

The Clerk will also sort out new email addresses.

24.05.11 PLANNING MATTERS

This part of the meeting was Chaired by the Chairman.
NEW PLANNING APPLICATIONS

APPLICATION REF: 24/501608/SUB

ADDRESS: The Old Coach House, Claygate, Marden

PROPOSAL: Submission of details to discharge condition 7 – Sustainable Surface water drainage, Subject 22/501795/FULL

IT WAS RESOLVED BY ALL MEMBERS PRESENT TO A NEUTRAL STANCE COMMENT, but the Councillors were awaiting clarification on a previous application. Cllr Russell was going to contact the Planning Department and ask the question.

full

APPLICATION REF: 24/501640/PROW

Address: Land North of Little Cheveney Farm, Sheephurst Lane, Marden

PROPOSAL: Request for footpath KM248/2 to be diverted under s257 of the Town and Country Planning Act 1990.

IT WAS RESOLVED BY ALL MEMBERS PRESENT TO A NEUTRAL STANCE COMMENT

APPLICATION REF 24/501646/PNQCLA

Address: Brandenbury Farm Haviker Street Collier Street Tonbridge Kent:

Prior notification for the change of use of a building and any land within its curtilage from agricultural to 1no. dwellinghouse and associated operation development. For its 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). - Design and external appearance impacts on the building. - Provision of adequate natural light in all habitable rooms of the dwellinghouses.

IT WAS RESOLVED BY ALL MEMBERS PRESENT TO A NEUTRAL STANCE COMMENT

APPLICATION REF 24/501196/FULL

Address: Land To the South of Sheephurst Lane, Marden Kent TN12 9NZ

Creation of a switching station with associated apparatus, plant room, 2no. substations, and access road from Sheephurst Lane.

IT WAS RESOLVED BY ALL MEMBERS PRESENT TO A NEUTRAL STANCE COMMENT, it was also noted that a comment should be made about the Vegetation at the site.

24.05.11.01

PLANNING DECISIONS

24/500799/FULL

Address: Willows End, Green Lane, Yalding
PROPOSAL: Section 73 - Application for removal of condition 4 (the building shall not be used for the sale of food and drink and the building shall only be used only by the customers of the caravan business for the purposes outlined in this submission) pursuant 20/504139/FULL for - Retrospective planning application for the change of use of a stable block to a customer services building and shop, including associated external alterations

APPLICATION GRANTED

24/500677/LAWPRO

Address: 21 The Bentletts, Collier Street
PROPOSAL: Lawful Development Certificate for proposed single storey rear extension with insertion of 4 no roof lights.

CERTIFICATE OF LAWFULNESS

24/501160/SUB

Address: Saxonden, Collier Street
PROPOSAL: Submission of details to discharge conditions: 3b (roof materials), 3c (rainwater goods) and 4a (external joinery) of planning application 23/505235/LBC

24/500625/FULL

Address: 2 Little Sheephurst Farmhouse, Sheephurst Lane
PROPOSAL: Conversion of the redundant oast/former agricultural outbuilding to form a home office/gym and a habitable one-bed annex facility to the main dwelling.

APPLICATION GRANTED

24.05.11.02

PLANNING CORRESPONDENCE

Letter from Statkraft Solar Farm – Noted
Letter from resident – The Clerk will acknowledge the email.

24.05.12

PUBLIC FORUM

MEMBERS OF THE PUBLIC QUESTIONS

There were no members of the public present who wished to speak.

24.05.13

CORRESPONDENCE AND ACTION POINTS

KALC News April 2024
TWBC Local Plan Examination stage 3 hearings
Both pieces of correspondence were noted.

24.05.14

CIL MONIES

Cllr D Papas had no update at this time.

24.05.15

VILLAGE HALL

There was no update at this time.

24.05.16

HIGHWAYS

The Clerk was asked to contact the resident who emailed a few months ago regarding the Haviker Street speed signs. This has now been sorted by KCC and the signs now show the correct speed. The Clerk was asked to contact the resident and update them on this.

There was no update on the HIP at this time.

Streetlighting

The Clerk is trying to seek new quotes for the contract from a different supplier, but this is proving quite difficult as there are so few unmetered streetlighting suppliers.

24.05.17

FINANCE

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

24.05.17.01. BANK RECONCILIATIONS – APRIL 2024

It was Proposed by Cllr D PAPAS, seconded by Cllr S Barham and **RESOLVED** by all members present to To accept the Bank Reconciliation and the Chairman and RFO both signed the paperwork.

24.05.17.02. RECONCILIATION STATEMENTS – APRIL 2024

It was Proposed by Cllr D PAPAS, seconded by Cllr S Barham and **RESOLVED** by all members present. to accept the Bank Statements for both Accounts and the Chairman and RFO both signed the paperwork.

24.05.17.03. BUDGET REPORT YTD – APRIL 2024

It was Proposed by Cllr D PAPAS, seconded by Cllr S Barham and **RESOLVED** by all members present to To accept the Budget Report.

24.05.17.04. TRIAL BALANCE REPORT – APRIL 2024

It was Proposed by Cllr D PAPAS, seconded by Cllr S Barham and **RESOLVED** by all members present to Accept the Trial Balance Report.

Copy documents sent electronically to all members in advance of the meeting. Cllr D Papas asked if the Clerk could circulate all the papers a week before the meeting giving them enough time to look. Through the papers.

24.05.17.05

PAYMENTS FOR AUTHORISATION

It was Proposed by Cllr D Papas, seconded by Cllr S Barham and **RESOLVED** by all members present to Approve the Payments below.

		CSPC PAYMENTS - MAY 2024			
DATE		PAYEE	AMOUNT	NARRATIVE	
06.05.2024	BACS	MICHELLE RUMBLE	£654.33	CLERKS SALARY	
06.05.2024	BACS	MICHELLE RUMBLE	£101.84	CLERKS EXPENSES	
13.05.2024	BACS	MICHELLE RUMBLE	£471.51	PAYE REFUND 2023/2024	
13.05.2024	BACS	MICHELLE RUMBLE	£5.20	PRINTING PAPER	
				CLERK OVERPAID INCOME	
				TAX	
13.05.2024	DD	HSBC	£8.00	BANK CHARGES	
13.05.2024	DD	IONOS	£21.60	EMAILS	
13.05.2024	BACS	KALC	£454.49	MEMBERSHIP	
13.05.2024	BACS	SLCC	£148.00	MEMBERSHIP	
13.05.2024	BACS	STREETLIGHTS	£69.30	MAINTENANCE (1of2)	
13.05.2024	BACS	SOS Web	£122.00	ANNUAL HOSTING CHARGE	
13.05.2024	BACS	St Margarets Primary	£11.35	ANNUAL HIRE CHARGE	
13.05.2024	BACS	CAPEL GROUND CARE	£48.00	OUTDOOR PLAY EQUIPMENT INSPECTION	

			TOTAL	£2,115.62	
24.05.17.07					
END OF YEAR ACCOUNTS 2023-2024					
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 had been received by the Clerk and had been circulated to all members prior to the Parish Council meeting, and the contents were noted by all members.					
	2.2	The Annual Governance Statement [Section 1] is approved			
The Clerk/RFO confirmed with the meeting that the authority had complied fully with the factors 1-8 by reading them out and obtaining assurances that members confirmed compliance with each these factors.					
	2.3	The Accounting Statements [Section 2] are approved			
The members agreed unanimously with the Accounting Statement					
STEP	3	The Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the accounting statements			
The Chairman and Clerk of the meeting signed the Annual Governance Statement, and the Chairman signed the accounting statements					
STEP	4	The RFO sets the commencement date for the exercise of public rights			
The meeting agreed to the display the Notice of Public Rights within the correct time frame.					
STEP	5	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 as of 31 March 2024 f) Details of arrangements for the exercises of public rights: and g) Any other information that the auditor has specifically requested.			
24.05.18					
RECREATION FIELD					
The Clerk circulated prior to the meeting the Play Inspection Report. This was noted and any work highlighted the Clerk will seek quotes.					
Email from FOCSS asking to use the Recreation Ground for the Annual Pet Show on the 22 nd of June 2024. It was RESOLVED by all members present to approve the request. The Clerk will inform them.					
MARDEN MINORS					
The Clerk had circulated prior to the meeting the Marden Minors Pitch Agreement for the coming season. It was RESOLVED by all members present that the Chairman should sign the agreement. The Clerk will send this onto the Club Secretary asking for the Risk Assessment and Schedule of Games and the Pitch Fee, all of which is part of the agreement.					
24.05.19					
FLOODING UPDATE					
There was no update					

PG 10 SIGNATURE.....
 DATE.....

24.05.20

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 3rd JUNE 2024,
There being no further business the meeting closed at 20.45PM

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

PG 11 SIGNATURE.....
DATE.....