



Coxheath Parish Council Minutes

Date:	Tuesday 27th August 2019
Venue:	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
Present:	Cllrs: C Parker (Chairman); J Wilson (Vice Chairman); C Bird; D Carpenter; G Down; R Divall; V Page; E Potts; C Skinner; E Small; R Webb; K Woollven
In Attendance:	I Bowie Clerk 4 Members of the Public

PRIOR TO THE START OF THE MAIN MEETING:

Representations were made by several members of the public regarding:

- Damaged and missing bollards.
- Parking issue in the Village centre.
- Speed Limit signs removed near Olders Field.
- Progress 20 mph speed limit outside the school

The Chairman, opened the Parish Council meeting at 7:40 pm.

Main Meeting:

1. Apologies and absences:

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, 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.

Apologies were received from PCSO M Chivers; Community Warden A McKinley

2. Request to film or record all or part of the meeting:

Legislation allows for meetings to be recorded by anyone attending. Persons who have concerns about being recorded should please speak to the Clerk.

There were none

3. Consideration of items to be taken in private because of the disclosure of exempt information:

There were none

4. To Receive Declarations of Interest and Dispensations:

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of

officers. To consider any Dispensation requests received by the Parish Clerk and not previously considered.

Cllr Parker declared an interest in agenda item 9:10

Cllr Webb declared that he had been lobbied regarding item 9:10

5. To receive reports from:

5.1 Police Representative and Community Warden **Appendix A**

5.2 Kent County Councillor **No report**

5.3 District Councillor

Cllr Webb reported that a meeting had taken place with KCC regarding parking issues within Coxheath. Cllr Webb and Cllr Page were in attendance. Cllr Webb to follow up.

6. Minutes of the Parish Council Meeting :

To consider the minutes and if in order sign as a true record

6.1 Minutes of Parish Council Meeting 30th July 2019

The minutes of the meeting were circulated to all councillors prior to the meeting for them to be reviewed. Cllr Divall proposed that the minutes be accepted with 1 amendment as a true account of the meeting and this was seconded by Cllr Carpenter.

Resolved: Councillors agreed that minutes were an accurate record of the meeting and were signed by Cllr Parker.

7. Matters arising from the minutes (not included in other agenda items)

7.1 Medical Centre

Cllr Wilson reported that contact had been made with the Corporate Property Manager at MBC regarding the process for CPC to lease the land when the medical centre closes. **Clerk and Cllr Wilson to progress**

7.2 Defibrillator in the Village Centre

It was proposed by Cllr Parker and seconded by Cllr Potts that a budget of £4500 was set for the purchase and installation of a defibrillator. Agreed by all.

Resolved: A budget of £4,500 was agreed for the purchase an installation of a defibrillator. Clerk to progress.

7.3 Bi Monthly Meetings with Chartway

Cllr Webb has met with the site manager. These meetings will be ongoing as the need arises. Cllr Webb to progress.

7.4 Village Hall Acoustics

The Clerk to source an acoustic engineer to provide options and quotes to improve the acoustics in the small hall.

8. Councillors' Reports Members Individual Reports:

HGV Traffic

Cllr Page reported that HGV's from Chartway were still travelling through the Village everyday.

Parking on Pavements

Cllr Bird reported that several cars were parked on the pavement by the cottages opposite Clock House. Clerk to report to PCSO

Meeting with the School and Parents

Cllr Carpenter requested that a letter was sent to arrange another meeting. Clerk to progress.

Church Fete 7th September

Cllr Webb reminded all present.

Litter Picking

Cllr Down reported that the 26th and 29th September had been set as litter picking days.

Village Hall Talent Show

Cllr Potts reported that a sub- committee had been set up to promote the talent show.

9 Finance:

9.1 To Agree Financial Performance Against Budget June 2019 : No report

9.2 Online Banking: Cllr Parker had written to HSBC to progress the addition of the new Clerk as a contact for the PC. Online banking continuous to be progressed.

9.3 Update of account for 2019/20 including payments received:
The Clerk reported that a full analysis of the accounts would be circulated at the next meeting.

9.4 Accounts paid since the last meeting to be ratified:

9.5 Accounts for payment:

9.5.1	David Mann Grass Cutting and Planting	£ 615.47
9.5.2	Vodafone Parish Mobile 8 August – 7 th September	£ 38.00
9.5.3	Clerks Salary August 2019	£ 1072.28
9.5.4	Clerks Administration Expenses	
	Amazon Stationary July/August	£ 55.36
	HP Instant Ink 20 July – 19 August	£ 43.99
	HP Instant Ink 20 June – 19 July	£ 23.99
	Total Clerk Administration Expenses	£ 123.34

All payments proposed by Cllr Parker seconded by Cllr Woollven and agreed by all .

9.6 Payment requests to be discussed for approval and payment
There were none

9.7 Late Payment Request/s to be discussed for approval and payment
There were none.

9.9 Section 137 limits 2019/20 The Clerk advised on the use of Section 137 fund

9.10 PreSchool Grant Application **Cllr Parker having declared an interest did not participate in the discussion and did not vote.**
Cllr Parker left the room at 8:41pm Cllr Wilson took the Chair.
The Clerk explained the recommendation from the Finance Committee meeting on the 22nd August was that further information should be sought from the Preschool before the PC agreed to provide a donation towards the purchase of 'Tablets'.

Cllr Carpenter proposed that the PC should agree to support the Preschool application in principle, once this information had been obtained. This seconded by Cllr Skinner. Carried by majority 10 for: 1 against.

Resolved: The Clerk to contact Preschool Leader and request the additional information, to enable the Cllr's to decide at the next meeting.

Cllr Parker returned at 8: 52 and took the chair.

9.11 Tree Survey

The Clerk confirmed that Tantons has been asked to conduct a survey for the PC and the cost would be shared with the VHMC. **Clerk to Progress**

9.12 To consider the opening of 2 additional bank accounts to comply with the Financial Services Compensation Scheme (FSCS).

It was proposed by Cllr Small seconded by Cllr Skinner and agreed by all that the Clerk would identify 2 additional bank accounts to reduce the risk under the FSCS to the PC reserves and working capital.

Resolved: Clerk to identify two new bank accounts for PC reserves and working capital.

9.13 To consider the purchase of a laser printer

Resolved: A budget of £400 (ex VAT) was set for the purchase of a laser printer for the Parish Clerks use. Proposed by Cllr Small , seconded by Cllr Page and agreed by all present.

9.14 The Chairman proposed that Cllr Wilson was appointed as the Internal Audit Councillor for the Parish Accounts 2019-20. This was seconded by Cllr Carpenter and agreed by all.

10 Planning:

10.1 To receive draft minutes of Planning Committee Meeting 15th August 2019

10.2 To table planning applications dealt with since last meeting

10.3 To table decisions by the Planning Authority since the last meeting

Cllr Divall gave his report. The draft minutes of the planning committee 15th August were received.

11 Neighbourhood Plan and Strategic Planning:

Update

Cllr Wilson discussed the draft completion of the PC response to the MBC Local Plan Review.

It was proposed by Cllr Small, seconded by Cllr Webb that the PC would adopt Cllr Wilsons response as that of the Parish Council. Agreed by all.

Cllr Wilson proposed that the PC considered the use of a Consultant to assist with the review of the NHP. This was seconded by Cllr Down and agreed by all.

Resolved: Cllr Wilson to open dialogue with a NHP Consultant and report back at the next meeting.

12 Traffic and Community Safety:

Review Progress

12.1 HGV Pilot Scheme Initiative

Cllr Wilson confirmed that Coxheath would be put forward to be part of the pilot scheme.

12.2 20 mph Initiative Outside the School

Cllr Wilson confirmed that he had progressed the matter with Nikola Floodgate (Schemes Planning and Delivery Manager) KCC. A reply was awaited. Cllr Wilson to progress. Cllr Webb gave an update on information regarding 20mph limits from Boughton Monchelsea Parish Council. The Chairman thanked the Clerk for Boughton Monchelsea for the assistance.

12.3 Highways Improvement Plan (HIP)

Cllr Parker confirmed that the amended HIP had been emailed to Jennie Watson. Clerk to follow up to arrange a meeting date for September

13 Maintenance Issues:

Review Progress

13.1 Replacement Litter Bins/ Location of Salt Bins

Cllr Parker reported that several of the locations had proved unsuccessful and that a new list of locations had been forwarded to Stuart Wilson MBC.

13.2 Parish Noticeboards

Resolved to complete the order for 5 noticeboards to be refurbished with a maximum cost of £1357.50

13.3 Playground Maintenance

The Clerk confirmed that MBC were to replace the missing rivets on the roundabout. Cllr Divall reported that repairs had been made by MBC to the surface of part of the playground.

13.4 Missing Bollards

It was proposed by Cllr Parker , seconded by Cllr Page that the missing bollards would be replaced in line with the quote received from MBC. All agreed except Cllr Carpenter who did not feel that CPC should pay for the replacements as it was the responsibility of the drivers who damaged them.

Resolved: To purchase 4 Bollards a budget of £1150 was set.

13.5 Open Spaces Councillor

It was agreed that Cllr Bird would be the Parish Council representative for all open spaces owned by the PC.

14 Youth and Recreation:

Review Progress

No report. Cllr Potts prosed that the PC should send a letter of thanks to Community Warden McKinley for his outstanding contribution to the Parish Council and to local residents. This was seconded by Cllr Divall and agreed by all.

Clerk to action.

15 Development of Multi-Use Games Area (MUGA):

15.1 Update

A meeting with Chartway would be arranged within the next few weeks. Cllr Parker had produced an agenda for the meeting. **Clerk to progress.**

16 Seasonal Events:

Cllr Webb to conduct a review of the condition Christmas Lighting and report back to the next meeting if there is a need to upgrade.

17 Correspondence:

17.1 To table items of late correspondence :

17.2 Items circulated for information: For further information contact the Clerk

17.2.1 KCC Highways and Transportation message to Parish and Town Councils about Working better Together

17.2.2 The Kent Country Show 2019 25-26 August

17.2.3 20mph zone in Boughton Monchelsea

17.3 Items acted on:

17.3.1 66 Linden Road Trees Overhanging Garden and Garages

17.3.2 Grass cutting Beacons Field and Middle Field

17.4 Items for discussion/action

17.4.1 Non-Mandatory Training Programme – Planning MBC

17.4.2 Forstal Lane - Chartway Homes Marc Woodman (Assistant Site Manager) new contact re issues

17.4.3 Maggie Lack - Green Planet Action Group Team

It was agreed that Cllr Small would be the lead Councillor and would contact Maggie Lack to progress matters.

17.4.4 KALC Finance and Transportation Conference 12th and 26th October

17.4.5 KCC Community Transport Grant Scheme 2019-20

All items noted

18 Policy Review:

18.1 NALC Financial Regulations 2019

18.2 Terms of Reference Finance Committee

18.3 Grant Policy

Deferred until the next meeting.

19 Website Improvements:

The Clerk and Cllr Bird to meet with potential developers and make recommendations at the next meeting.

20 Date of Future Meetings: 7.30 pm in the Small Hall, Coxheath Village Hall 24th September; 29th October; 26th November

Resolved:

i) To agree the dates circulated by the Chairman for 2020 Parish Council meeting dates (Appendix A)

ii) The annual Meeting of the Parish will be held on 14th April 2020.

iii) The Annual Meeting of the Parish Council will be held on the 19th May 2020

There being no further business to conduct the meeting closed at 9:55pm

Signed : *Clive Parker*

Chairman

Date : 24.09.19

Appendix A

5.1 Reports of off road bikes on Westerhill road please report to police
Fly tipping in different parts mainly between Coxheath and Hunton
Working with dog warden on dog noise complaint
Working with MBC and Kent Police regarding begging and anti social behaviour help set up surgeries for Coxheath with MBC
Poster competitions went out on social media see link
Welfare issues with the vulnerable in the area
https://www.facebook.com/386603161497200/posts/1325200994304074/?substory_index=0

Any issues please raise by phone or email I return on 2nd September

All the best

Many thanks

Adam McKinley -Kent Community Warden Service Mid Kent |Maidstone and Tonbridge and Malling Team, Coxheath, Hunton, Linton, East Farleigh, West Farleigh | Public Protection Service Growth ,Environment and Transport 07811271021

20. Date of Future Meeting:

2020

JANUARY 28th

FEBRUARY 25th

MARCH 31st

APRIL 14th – Annual Parish Meeting 28th – Parish meeting

MAY 19th – Annual Meeting of the Parish Council

JUNE 30th

JULY 28th

AUGUST 25th

SEPTEMBER 29th

OCTOBER 27th

NOVEMBER 24th

DECEMBER No meeting