

COXHEATH PARISH COUNCIL

MINUTES

Meeting No:	05/18/19
Date:	Tuesday 25 th September 2018
Venue:	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
Present:	Cllrs C Parker (Chairman); Mrs E Potts; R Divall; K Woollven ;G Down; Mrs V Page; C Bird; R Webb; Mrs C Skinner.
In Attendance:	A McKinley (KCC Community Warden); T Ketley (Parish Clerk) and 1 member of the general public.

Representations were received from one member of the public. The Chairman, therefore, opened the formal Parish Council meeting at 7.35pm.

74. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs E Small and Mrs J Webb, Cllr Mrs P Stockell (Kent County Council) and Cllrs Mrs L Parfitt-Reid and Miss E Fermor (Maidstone Borough Council).

75. REQUESTS FOR FILMING AND/OR RECORDING

There were no requests to film or record all or part of the meeting.

76. CONSIDERATION OF PART 2 ITEMS

It was noted that there were no items to be taken in private in Part 2 of the meeting, because of the possible disclosure of exempt information.

77. DISCLOSURE OF INTERESTS

There were no declarations of interests recorded.

78. REPORTS FROM THE POLICE AND COMMUNITY WARDEN

Following advice from the Police Community Support Officer, the Clerk had examined crime statistics on the Police's own website. These seemed to corroborate the figures recorded on the more general crime statistics website which had been quoted at the August Parish Council meeting. Unfortunately, however, the figures were two months in arrears. The crimes recorded in Coxheath during July 2018, therefore, totalled eight – all of which were cases of anti-social behaviour – specifically in Clock House Rise, Culpepper Road, Heath Road, Pembroke Road, Stockett Lane, The Beacons and Whitebeam Drive.

The Community Warden presented his monthly report for September 2018, which highlighted:-

- Regrettably, due to the fall in numbers attending the youth club, Project Salus had pulled out of running it to concentrate on other projects. The Community Warden still hoped that it would be possible to set up specific projects involving football or boxing or dance;

- Continuing to work with residents and Coxheath Primary School to overcome difficulties with parking, including the possible introduction of a walking bus;
- Co-operation with the Police Community Support Officer on cases of antisocial behaviour;
- Dealing with a high incidence of cases involving neighbourhood disputes, welfare, isolation and mental health.

Cllr Mrs C Skinner reported that she had not been able to attend the last two Neighbourhood Watch liaison meetings. However, she hoped to attend the October meeting. She reported, however, that they were looking to recruit a new Volunteer Neighbourhood Watch Liaison Officer.

79. MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllr R Divall proposed that the minutes of the meeting held on 28th August 2018 should be signed as a true and correct record. The proposal was seconded by Cllr G Down and carried unanimously.

80. MATTERS ARISING

62.44.26.8. Banking Mandate

It was noted that, because of other commitments, the Clerk and Cllr Mrs C Skinner expected to present the signed bank mandate forms to NatWest Bank during the first half of October 2018.

62.44.26.8. GDPR Update

The Clerk reported that he had received a very useful response on the formulation of an Impact Assessment Statement from Satswana UK. He would copy the template to the Chairman, with a view to further action being agreed at the November Finance Committee meeting.

62.44.26.8. Repairs to Notice Boards

It was noted that the Clerk had approached Maidstone Borough Services at their meeting earlier in the day to provide a quotation for replacing the perspex frontage to an existing Parish Council notice board. Once precise measurements had been taken, a per unit quotation would be provided before a decision was taken as to how many notice boards were in need of repair.

62.45d. Village Centre Postbox

It was agreed that the subject of refurbishing the village centre post box should now be taken up with the Director of Public Affairs and Policy at Royal Mail.

62.45f. Cynthia Webb Commemorative Seat

It was noted that the Clerk had e-mailed S W Yorke and Sons regarding the re-oiling of the Cynthia Webb commemorative seat. A reply was still awaited.

64b. Recruitment of a New Clerk

It was reported that advertisements had been placed in the Kent Messenger, in Coxheath Library and on Parish Council notice boards and would be placed on the Kent Association of Local Councils website. To date two applications had been received and passed to the Chairman.

81. REPORTS

a. Village Hall Management Committee

Cllr C Parker reported that he and Cllr Mrs E Potts had held an informal meeting with the new Chairman and Secretary of the Village Hall Management Committee, to discuss future co-operation. A number of improvements and refurbishments were in the pipeline, including the possible construction of new toilets to service the main hall.

b. Hamilton House

Cllr G Down reported that once again there appeared to be a lot of moss and debris emanating from the gutters on the building. He had also noted that there was a loose

tile overhanging the footpath on the western side of the building. These matters would be brought to the attention of the owner.

c. Park Way

Cllr Mrs V Page reported that the weeds in the roadside gutters along Park Way had been sprayed recently. She had also reported a pothole outside No 77 Park Way to Kent Highway Services.

d. Wall outside the Heart of Kent Hospice Shop

Cllr C Bird drew the Council's attention to the fact that the retainer wall outside the Heart of Kent Hospice shop in the village centre appeared to be unstable in places. Again, the matter would be brought to the attention of the owner of Hamilton House.

e. KALC Maidstone Area Committee

Cllr K Woollven reported that he had attended the meeting of the Kent Association of Local Councils Maidstone Area Committee on 24th September 2018. The main subject under discussion was the review of the Maidstone Borough Strategic Plan in preparation for the next phase of the Maidstone Local Plan, which it was understood had to be in place by April 2021. Maidstone Borough Council had invited comments on the revised Strategic Plan over the next two months.

f. Olders Field

Cllr R Webb reported that in his capacity as a ward Borough Councillor, he had been approached by DHA Planning to hold a meeting on the Olders Field planning application. The meeting would take place on 10th October 2018 at 2.00pm in the Parish Office. In the circumstances, it was felt that representatives of the Parish Council should also be present and so it was agreed that Cllrs R Divall, Mrs V Page and the Clerk would also attend the meeting.

82. FINANCE

a. Financial Performance Against Budget

The Financial Performance against Budget report for September 2018 was tabled and the content was noted and agreed.

b. Coxheath Residents Village Hall Grant

Having reviewed the village hall accounts and taking into account the resolution of recent management changes, Cllr C Parker proposed that in accordance with the recommendation of the Finance Committee, a grant of £7,020.00 should be made to the village hall for 2018/19 and a separate contribution of £360.00 towards utility bills for the Parish office. The proposal was seconded by Cllr Mrs C Skinner and carried unanimously.

c. Kent County Playing Fields Association

Cllr Mrs V Page proposed that the Parish Council's membership of the Kent County Playing Fields Association should be renewed for the 2018/19 year at an unchanged cost of £20.00. The proposal was seconded by Cllr Mrs E Potts and carried unanimously.

d. Christmas Lighting Installation and Takedown

Following further discussions with Gala Lights, it was noted that they had submitted a quotation for the installation and takedown of the Christmas light motifs, the dressing and undressing of the Christmas tree, attendance of the 'switch on' ceremony and two maintenance sweeps during the festive period. The quotation amounted to £4,485.00 plus VAT, which represented an increase of 3% over last year's price. Cllr R Webb proposed that the quotation should be accepted. The proposal was seconded by Cllr Mrs C Skinner and carried unanimously.

83. PLANNING

It was noted that the following planning applications had been considered since the August 2018 Parish Council meeting:-

- a. 18/504326/FULL – Beulah, 59 Heath Road, Coxheath.
Demolition of an existing outbuilding and erection of a single-storey side extension (resubmission of Application 18/501676/FULL).

In the absence of any controversial elements to the plans, the application had been recommended for approval at the Parish Council Planning Committee meeting held on 20th September 2018.

- b. 18/504486/FULL – Blossom Lodge, Stockett Lane, East Farleigh.
Siting of seven mobile homes for families with gypsy status.

The application had been discussed at the Parish Council Planning Committee meeting held on 20th September 2018. Since this application was contrary to the relevant policies of the Maidstone Local Plan and represented an unacceptable level of development of the countryside, the Parish Council had recommended refusal of the application.

- c. 18/503898/FULL – 90 – 92 Heath Road, Coxheath.
Erection of a rear extension to an existing storage unit.

In the absence of any controversial elements to the plans, the application had been ratified for approval at the Parish Council Planning Committee meeting held on 20th September 2018.

- d. 18/504595/FULL – 26 Forstal Lane, Coxheath.
Erection of a single-storey pitched roof front and rear extension along with a two-storey pitched roof side extension.

In the absence of any controversial elements to the plans, the application had been recommended for approval at the Parish Council Planning Committee meeting held on 20th September 2018.

However, the following additional planning matters were to be noted:-

- Maidstone Borough Council had approved the application for the temporary change of use and conversion of Plot 74 to a sales and marketing suite with associated car parking, lighting and signage at Linden Farm, Stockett Lane, East Farleigh (Ref: 18/503539/FULL);
- Maidstone Borough Council had approved the application for the erection of a rear conservatory at 19 Stockett Lane, Coxheath (Ref: 18/504077/FULL);
- The applicants had appealed against the enforcement notice for the unauthorised change of use of land to a gypsy/traveller site on land opposite 36 Forstal Lane, Coxheath (known as Broken Tree) (Ref: 18/500084/ENF);
- Cllrs R Webb, G Down and the Clerk would be attending a follow-up meeting on gypsy and traveller sites at Staplehurst Parish Council on 2nd October 2018;
- Arrangements were also in hand for Cllrs R Webb, K Woollven and R Divall to attend a second meeting of the new surgery working party in late October or early November 2018.

Finally, it was noted that the next Parish Council Planning Committee meetings were scheduled to be held on 4th October and 25th October 2018 respectively.

84. NEIGHBOURHOOD AND STRATEGIC PLANNING

There was nothing of significance to note.

85. TRAFFIC AND COMMUNITY SAFETY

Cllr Mrs V Page reported that she and the Clerk had met with three officials from Maidstone Borough Council earlier in the day, to conclude the project for the refurbishing of village centre street furniture. The following issues had been discussed and agreed:-

- Most of the agreed works had been completed. It was hoped that any outstanding painting, including the planters, would be finished by mid-October 2018;
- The damaged bollard at the entrance to the Hamilton House car park would be re-installed a few feet to the north and an additional bollard installed in the centre of the footway to stop motorists from parking on the pavement;
- An additional bollard would also be installed to the west of the Heart of Kent Hospice shop for a similar purpose;
- Maidstone Borough Council hoped to complete the restoration of the village centre notice board in the following few days and to this end borrowed the notice board keys;
- A separate quotation would be provided for painting the seat located at The Beacons.

86. MAINTENANCE ISSUES

It was noted that the monthly Maintenance Issues Report had not been updated since there had been no significant developments since the August Parish Council meeting. However, since the village centre refurbishment was now almost complete, it was agreed that a meeting with the KCC Highway Steward should be convened to discuss the following:-

- The refurbishment and replacement of some village centre street furniture;
- The replacement of some streetlight access doors;
- The location and filling of salt bins;
- Repairs to the pedestrian crossings in the village centre;
- General issues of white lining;
- Improvements to the lighting of the western pedestrian crossing point.

87. RECREATION AND YOUTH

At this stage there was nothing to add regarding the demise of the youth club, reported earlier in the meeting by the Community Warden.

It was noted that the Clerk had met with his counterpart in East Farleigh to look at the play area in Fairhurst Drive. He felt that the play area would benefit from a safety check but first impressions were that no major problems were apparent. East Farleigh Parish Council had accepted that although the play area was physically located in Coxheath, residents of East Farleigh were its main beneficiaries. In these circumstances, they were open to the possibility of contributing to the cost of any works required after handover. It would now be necessary to consult with Boxley Parish Council and Maidstone Borough Council over the handover process.

It was noted that the Clerk had also raised the question of the repairs to the Coxheath Village Hall play area, identified by the safety inspector, with Darren Rouse at Maidstone Borough Council. He would report back to the Parish Council in due course.

88. DEVELOPMENT OF MULTI-USE GAMES AREA

It was noted that there had been no significant developments since the August meeting.

89. SEASONAL EVENTS

Cllr R Webb reported that he had met with Reverend David Jones and David Simpson to discuss the programme for the event to dedicate the memorial stone on 11th November 2018. He tabled a detailed order of service, commencing at 10.45am on the day. Amongst other things, it was noted that:-

- Brian Mortimer, together with two representatives of a uniformed organisation in Coxheath, would formally unveil the plaque;

- Cllr Mrs J Webb would be asked to represent the Parish Council in making a reading;
- Representatives of various village organisations would be invited to attend. Cllr R Webb would provide the Clerk with appropriate wording for a circular letter of invitation;
- Where appropriate wreaths would be purchased from the Royal British Legion.

As far as the Christmas Lights 'Switching On' ceremony was concerned, the event would take place at 4.30pm on Sunday 2nd December 2018. In addition to confirming arrangements with Gala Lights, Cllr R Webb requested that action was taken to clean the Christmas presentation cup in advance of organising the usual shop window competition in the village centre. He would be approaching the village shops in due course. He would also be confirming with Michael Webb that he was once again prepared to organise appropriate refreshments.

90. CORRESPONDENCE

a. Kent Household Waste Recycling Centre Consultation

Kent County Council Highways, Transportation and Waste had mounted a public consultation on the proposal to implement a charging policy for waste materials including soil, rubble, hardcore and plasterboard delivered to Household Waste Recycling Centres. The public consultation started on 6th September and ran until 1st November 2018. It was agreed that the Clerk would respond on behalf of the Parish Council.

b. Publications from Representative Bodies

The following publications had been received and were available to Councillors, through the Clerk:-

- 'Clerks and Councils Direct' Magazine – September 2018;
- Public Sector Mapping Agreement Newsletter – August 2018;
- Dandelion Time Newsletter – 3rd September 2018;
- 'KALC News' Newsletter – September 2018;
- South East Water Newsletter/Business Plan – September 2018.

c. Royal Mail – Awareness of Scam Mail in the Community

The Director of Public Affairs and Policy at Royal Mail had written to the Parish Council seeking help in raising awareness of scam mail and advising the contact points for reporting individual cases.

d. Marketing and Sales Material

The following marketing and sales material had been received from commercial companies and would be held on file for future reference:-

- Glasdon UK Ltd regarding the supply of street furniture and village gateways;
- Barge Group regarding the supply and installation of safety fencing and children's play areas;
- Rag Solutions Int Ltd regarding the siting of textile bins/recycling points on Parish Council land;
- Dogarden regarding the emptying of dog waste bins;
- Hiringpeople.co.uk regarding recruitment services;
- Plantscape regarding the supply of flowers and plants;
- Aford Awards regarding the supply of cups and trophies.

e. Correspondence from Residents

It was noted that no correspondence or calls had been received from residents since the last Parish Council meeting.

f. Relations with Parish Councils

The following contact or correspondence had been received from other parish Councils since the August 2018 Parish Council meeting:-

- Loose Parish Council regarding our update on the Forstal Lane development site;
- Marden Parish Council regarding support for a campaign to introduce step-free access at Marden Railway Station;
- Staplehurst Parish Council confirming the date for a follow-up meeting on gypsy/traveller issues;
- East Farleigh Parish Council regarding the Fairhurst Drive children's play area.

g. KALC Consultations and Events

The Kent Association of Local Councils had advised details of the following consultations, correspondence and events for the information of, or with a potential input from, Parish Councils, since the August 2018 Parish Council meeting:-

- Notifications and reminders of upcoming training events – ‘Community Resilience Workshop’ (6th October 2018 at the Angel Centre in Tonbridge), Annual Finance Conference (18th October 2018 at Ditton Community Centre) and Chairmanship Conference 2018 (13th December 2018 at Orchards Events Venue, West Malling);
- NALC Chief Executive's Bulletins dated 24th August, 31st August, and 7th September 2018;
- Details of a Department of Transport consultation regarding the future of drones in the UK, the deadline for comments being 17th September 2018;
- Details of the meeting of the KALC Maidstone Area Committee meeting to be held on 24th September 2018;
- Information from Public Health England regarding the new flu vaccine to be used in the winter;
- Details of the Kent and Medway Suicide Prevention Strategy and prospective support funding for community groups;
- Information regarding Kent Police's force wide recruitment campaign for Community Policing Volunteers.

h. Relations with Charities and Village Organisations

Correspondence and/or publicity material had been received from the following charities and village organisations:-

- Kent Surrey Sussex Air Ambulance thanking the Parish Council for their annual donation;
- Dandelion Time thanking the Parish Council for their annual donation;
- Coxheath Scout leader thanking the Parish Council for underwriting £1,500.00 of their forthcoming scout hut refurbishment project;
- RSPB Maidstone regarding an illustrated talk to be given on 'Flight of Fancy' on 18th October 2018, at Grove Green Community Hall, Maidstone. Posters had been displayed on selected noticeboards;
- Bluebird Care regarding the deadline for their latest round of community grant applications;
- Cornwallis Academy regarding use of the parish magazine to communicate and engage with the local area.

i. Temporary Road Closures

During the period since the August 2018 Parish Council meeting, the following temporary road or footpath closures had been announced by Kent County Council Highways, to take effect from 19th September 2018 onwards:-

- Temporary road closure at Straw Mill Hill, Tovil,, on 30th September 2018, for up to 1 day;
- Temporary road closure at Marden Road, Staplehurst, on 8th October 2018 for up to 5 days;
- Temporary road closure at Loddington Lane, Linton, on 15th October 2018 for up to 5 days;

- Temporary road closure at Battle Lane, Marden, on 15th October 2018 for up to 5 days;
- Temporary road closure at Summerhill Road, Marden, on 15th October 2018 for up to 5 days;
- Temporary road closure at Hunton Hill, Hunton, on 9th October 2018 for up to 3 days;
- Temporary road closure at Gallants Lane, East Farleigh, on 19th September 2018 for up to 3 days;
- Temporary road closure at Barn Hill, Hunton, on 24th September 2018 for up to 1 day;
- Temporary road closure at Stockett Lane, Coxheath, on 22nd October 2018 for up to 2 days;
- Temporary road closure at Haste Hill Road, Boughton Monchelsea, on 20th October 2018 for up to 12 days;
- Temporary road closure at Farleigh Lane Level Crossing, Barming, overnight on 21st/22nd October 2018 and 27th October 2018, for up to 2 days;
- Temporary road closure at Teston Lane, Teston, on 21st October 2018, for up to 1 day;
- Temporary road closure at Hampstead Lane, Yalding, on 22nd October 2018 for up to 5 days;
- Temporary road closure at Gravelly Ways, Yalding, on 22nd October 2018 for up to 5 days;
- Emergency road closure at East Street, Hunton, on 21st September 2018 for up to 4 days.

j. Kent County Council ‘Bus Summit’

Following their recent ‘Big Conversation’ initiative, Kent County Council Highways, Transportation and Waste would be holding a ‘bus summit’ on 30th October 2018 in the Council Chamber in Sessions House, Maidstone. Invitations would be issued in response to expressions of interest.

k. Play Area Inspection Report

The latest Play Area Inspection Report (dated 3rd September 2018) had been received from the Maidstone Borough Council Safety Inspector. The report indicated a number of low risk issues which the Clerk had discussed with both Cllr R Divall and representatives of Maidstone Borough Council.

l. External Audit – PKF Littlejohn

The paperwork relating to the annual audit had been signed off by the external auditors, PKF Littlejohn. There were one or two minor comments, which would be discussed in more detail at the next Finance Committee meeting to be held in November 2018.

m. KALC - Maidstone Borough Council – First Review of Local Plan and Housing Numbers

The Chairman of the KALC Maidstone Area Committee had advised member councils that Maidstone Borough Council was starting to think about its first review of the Local Plan, which had to be adopted by April 2021. The subject was the subject of some discussion at the Area Committee meeting on 24th September 2018. Copies of the Chairman’s letter had been circulated to all Parish Councillors.

n. Maidstone Borough Council – Processing of Planning Information

Maidstone Borough Council now preferred that comments on planning applications should be sent directly to their planning portal. However, at the Parish Council Planning Committee meeting held on 20th September 2018, members felt that the existing practice of e-mailing comments to the relevant planning officer with copies to the ‘planning support’ e-mail address should be continued, since it ensured a degree of personal ownership/responsibility on the officer handling each case.

o. Public Protection Alert

The following public protection alert had been issued since the last Parish Council meeting:-

- Warning of doorstep criminals targeting vulnerable residents using high pressure sales methods.

p. Litter Picking Parties

Cllr G Down had announced that the next litter clearing parties would be held on 14th and 18th October 2018 respectively. Volunteers were asked to assemble in the village hall car park at 9.00am on those dates.

q. Maidstone Borough Council – Consultation on Park and Ride Alternatives

Maidstone Borough Council had announced a five week public consultation to help them to plan how to offer alternative modes of transport, as part of the Integrated Transport Strategy. The survey was available on <http://maidstone-consult.limehouse.co.uk/portal> until 17th October 2018.

91. INVOICES/RECEIPTS/BALANCES

It was noted that the following invoices had been approved for payment since the August 2018 meeting:-

£ 1,021.89	Terry Ketley – Repayment of Petty Cash Expenses (August 2018) (Cheque No 002444)
£ 177.60	RIP Cleaning Services – Emptying of Dog Waste Bins (August 2018) (Cheque No 002445)
£ 204.00	Maidstone Borough Council – Football Pitch Grass Cutting (July/August 2018) (Cheque No 002446)

However, it was agreed that the following invoices should be paid:-

£ 1,208.00	Terry Ketley – Clerk’s Salary (September 2018) (Cheque No 002447)
£ 599.14	David Mann – Village Green/Car Park Grass Cutting, and Floral Display Maintenance (September 2018) (Cheque No 002448)
£ 360.00	PKF Littlejohn LLP – Annual External Audit Fee 2018 (Cheque No 002449)

The following information was also noted:-

Receipts: Bank Interest £ 13.84 cr

Bank Balances:
(5th September 2018) Business Reserve Account (Feeder) £ 16,009.47 cr
Business Reserve Account (Main) £ 306,586.16 cr

THE NEXT PARISH COUNCIL MEETING WOULD BE HELD AT 7.30 PM ON TUESDAY 30th OCTOBER 2018 IN THE SMALL HALL, COXHEATH VILLAGE HALL, STOCKETT LANE, COXHEATH.

There being no further business to discuss, the meeting was closed at 10.00pm.