



Coxheath Parish Council

Minutes

Date: 30th June 2020

Venue: This meeting was held via Zoom under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 in force to allow local authorities to conduct meetings remotely.

Present: Cllrs: C Parker (Chairman); C Bird; G Down; R Divall; E Potts; C Skinner; E Small; R Webb; J Wilson;

In Attendance: I Bowie - Clerk

PRIOR TO THE START OF THE MAIN MEETING:

Representations from the general public will be taken for a period up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman. The minute book will be closed

There were no representations from the public.

Main Meeting:

The Chairman opened the Parish Council meeting at 7:07 pm

1. To adopt the amendment to the PC Standing Orders in line with Government Regulations.

It was RESOLVED to adopt the amendment to Standing Orders. Proposed by Cllr Webb seconded by Cllr Wilson and agreed by all.

2. Ratification of decisions taken under delegated powers HCID:

It was RESOLVED to ratify the decisions taken by the parish council under delegated powers HCID policy.

3. 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 and accepted from Cllr Carpenter, Cllr Page and Cllr Woollven

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. There were none.

5. Minutes of the Parish Council Meeting :

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

5.1 Minutes of Parish Council Meeting 29th May 2020

It was RESOLVED that the minutes were taken as read and confirmed as a correct record and signed by the Chairman. Proposed by Cllr Parker, seconded by Cllr Webb and agreed by all.

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

- 6.1 Development of Multi-Use Games Area (MUGA)
First instalment paid. Work to progress shortly
- 6.2 Defibrillator in the Village Centre
Defibrillator has been delivered and will be installed when the Covid outbreak rules allow.
- 6.3 Tree Survey – Clerk to progress
- 6.4 Replacement Litter Bins; Parish Noticeboards; Replacement Bollards
On hold by MBC, non-emergency items during the pandemic. The litter bin for the play area has been ordered.
- 6.5 BT Telephone Box. It was reported that this has now been removed.
- 6.6 Spice Lounge listed building status - Ongoing
- 6.7 Scout Hut Car Park - Ongoing
- 6.8 Community Protection Meeting Coxheath Library – Cllr’s Rota
- 6.9 Air Pollution Anti Idling Signs - Ongoing
- 6.10 MBC Call for Sites - CPC Comments submitted. It was reported that this has now been delayed until October 2020 at the earliest.
- 6.11 New Website - Ongoing

7. Reports:

- 7.1 Police Representative
Community Warden PCSO Vasey
S Williams
- 7.2 Kent County Councillor Cllr Stockell
- 7.3 District Councillors Cllr’s Webb; Fermor and Parfitt-Reid
Cllr Webb reported that all MBC meetings continues to be held remotely. He reminded all present that MBC Cllr’s were still contactable
- 7.4 Chairman of the Parish Council Cllr Parker
Cllr Parker reported that Highways had not complete the white lines on the Linton side of the Traffic Cone Island. Clerk to report
He also reported that the Island at East Farleigh was still not in situ and that the 30mph signs were missing. As a result, speedwatch cannot operate. Clerk to report. It was AGREED that the PC would not reopen the play area. Clerk to produce additional signs.
It was AGREED that Landscape works would be progressed.
Clerk to follow up Tree Survey.
- 7.5 Playground Inspection Cllr Divall
Cllr Divall spoke to the latest safety report for the play area. He reported that he would monitor the safety inspections as they were received.
- 7.6 Open Spaces Councillor Cllr Bird
Cllr Bird reported that the football pitch was in very good condition. The Council expressed their thanks to Mr D Mann for maintain and improving the football pitch and surrounding area. The gates need repaired. Clerk to follow up.
- 7.7 Parish Council Environmental Initiatives Cllr Small

8. Finance:

- 8.1 Update of account for 2020/21 (including payments received) It was AGREED to accept the update of accounts. *Appendix A*
- 8.2 To receive and authorise payments listed on the schedule
It was RESOLVED to authorise the payments on the schedule. *Appendix A*
- 8.3 Late Payment Request/s to be discussed for approval and payment
There were none
- 8.4 To receive the minutes of the Finance Committee meeting 20/02/20 Appendix A
The draft minutes were received
- 8.5 To receive recommendations from the Finance Committee Appendix A

The recommendations were received and AGREED with the exception of a donation to the Scout Hut roof repair.

It was also AGREED that Cllr Parker would circulate a proposal for grants to be made to additional organisations, including the Scout Hut.

It was AGREED that Cllr Parker and Cllr Potts would meet with representatives of the VHMC to discuss future funding requirements.

It was AGREED that residents would be consulted before the Youth Shelter was installed.

8.6 Banking Arrangements

It was AGREED that the Clerk would circulate details of Unity Bank for the next meeting.

8.7 Internal and external audit 2019/20

8.7.1 Internal audit report

The Annual Internal Audit Report 2019/20, signed by the internal auditor on the 23rd June 2020, was received and accepted.

8.7.2 Accounts to be Approved and Signed

The accounts for the year ending March 2020 were received and approved by the parish council.

8.7.3 Annual Governance Statement

The parish council considered and approved the Annual Governance Statement for the year ending March 2020. The Chairman and the Clerk signed the Annual Governance Statement.

8.7.4 Acceptance of Annual Governance and Accountability Return (AGAR) 2019/20

i) The parish council considered and approved the Accounting Statement. The Chairman signed the Accounting Statement for the year ending March 2020. The Clerk had previously signed on 26th June 2020.

ii) The parish council considered and approved: the bank reconciliations; explanation of variances, explanation of high reserves and asset register. The parish council considered and accepted the Annual Governance and Accountability Return (AGAR) for the year ending March 2020. Proposed by Cllr Parker seconded by Cllr Wilson and agreed by all.

i) Clerk to submit the AGAR to PKF Littlejohn by Email.

ii) Period of Public Rights to be posted as Monday 27th July to Tuesday 8th September 2020.

8.8 Section 137 limits 2020/21

Section 137 Funds agreed as £1200 to be granted equally between Kent Air Ambulance; Heart of Kent Hospice and Dandelion Time. Proposed by Cllr Parker, seconded by Cllr Potts and agreed by all.

RESOLVED: Section 137 grants of £400 to each of three identified organisations.

9. Planning:

9.1 To table planning applications dealt with since last meeting *Appendix B*

9.2 To table decisions by the Planning Authority since the last meeting *Appendix B*

10. Working Groups: Updates

It was RESOLVED that the Website Group would be allocated a budget, to be decided at the July PC Meeting. Proposed by Cllr Parker, seconded by Cllr Small and agreed by all.

It was AGREED that Cllr Webb would order the memorial wreaths.

11. Correspondence:

11.1 To receive the items on the schedule

Consultation on the LGA Model Member Code of Conduct. It was AGREED that members would complete as individual Cllr's.

Date of Next Meeting: 28th July 7pm via Zoom

There being no further business to conduct the meeting closed 20:06 pm

Signed :
Chairman

Date:

DRAFT

Appendix A 8.1

Coxheath Parish Council Bank Reconciliation as at June 5th 2020

Financial year ending 31 March 2021

	£	£
Balance per bank statements as at 05/05/20:		
Current Account	250.00	
Business Reserve 1	12,161.81	
Business Reserve 2	333,895.37	
	_____	346,307.18
Less Uncashed Cheques as of 30/06/2020 As per attached page 2		(12,929.52)
Net balances as at 30/06/2020		<u>333,377.66</u>
Less payments 30/06/2020		(4,569.99)
<u>Balance of all Accounts 30/06/2020</u>		<u>£ 328,807.67</u>

Coxheath parish Council Payments Not Cleared and for Approval as at 30.06.2020

Coxheath Parish Council

27/08/2019	002526	Kent Air Ambulance Donation	Kent Air Ambulance	S137 Donations	400.00
04/03/2020	002570	Contribution Utilities	VHMC	Parish Office Utilities	320.00
13/05/2020	002580	Christmas Lights Expenses (seas	Gala Lights	Seasonal Events	5,514.00
13/05/2020	002641	Membership 2020-21	KALC	Annual Membership Fees	1,468.75
09/06/2020	002643	Salary May 2020	Irene Bowie	Clerk Salary	
09/06/2020	002644	Salary June 2020	Irene Bowie	Clerk Salary	
09/06/2020	002645	PAYE Q1	HMRC	Clerk PAYE + NI	
09/06/2020	002646	HP Instant Ink	HP Instant Ink Monthly F	Office Stationary	17.99
09/06/2020	002646	Email Hosting	1 1 Ionos Ltd	Ionos Email and Web Hosting	16.82
09/06/2020	002646	Vodafone Monthly Bill	Vodafone	Vodafone Mobile	38.94
09/06/2020	002647		David Mann	Maintenance costs	1,494.48
09/06/2020	002648	Payroll costs 2020-21	Total Accounting Kent Lt	Payroll	72.00
			Uncleared Payments		12,929.52
29/06/2020	002649	Maintenance	David Mann	Maintenance costs	1,005.23
29/06/2020	002650	Internal Auditor Fees 2019-20	Total Accounting Kent Lt	Audit Fees	480.00
30/06/2020	002651	Tree Surgery and Tree Survey	Tantons	Maintenance costs	1,980.00
30/06/2020	002651	Tree Survey	Tantons	Maintenance costs	840.00
30/06/2020	002652	New Litter bin	Glasdon	Maintenance Costs	264.76
			Payments for Approval 30.06.20		4569.99

Total Payments

CPC Income 2020-21 (30th June Meeting)

30/04/2020	Interest	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	2.92
29/05/2020	Interest	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	2.41
14/04/2020	Precept 2020/21	Receipt	MBC	Precept	Coxheath Business Reserve 2	87,000.00
30/04/2020	Interest	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	47.30
29/05/2020	Parish Services Scheme	Receipt	MBC	Parish Services Scheme	Coxheath Business Reserve 2	3,432.50
29/05/2020	Interest May 2020	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	52.19
					Total Income	£ 90537.32

Payments Made Delegated Powers HCID for ratification:

002578	Salary April 2020	Payment			
002579	Vodafone Monthly Bill	Payment	31.67	6.33	38.00
002579	1 1 Ionos Ltd	Payment	14.02	2.80	16.82
002579	HP Instant Ink Monthly Fee	Payment	14.99	3.00	17.99
002580	Christmas Lights Expenses (seas	Payment	4,595.00	919.00	5,514.00
002641	Membership 2020-21	Payment	1,223.96	244.79	1,468.75
002642	Annual Insurance Premium	Payment	1,675.10	0.00	1,675.10
002643	Salary May 2020	Payment			
002644	Salary June 2020	Payment			
002645	PAYE Q1	Payment			
002646	HP Instant Ink	Payment	14.99	3.00	17.99
002646	Email Hosting	Payment	14.02	2.80	16.82
002646	Vodafone Monthly Bill	Payment	32.45	6.49	38.94
002647	David Mann	Payment	1,494.48	0.00	1,494.48
002648	Payroll costs 2020-21	Payment	60.00	12.00	72.00
002649	Maintenance	Payment	1,005.23	0.00	1,005.23
002650	Internal Auditor Fees 2019-20	Payment	400.00	80.00	480.00
002651	Tree Surgery and Tree Survey	Payment	1,650.00	330.00	1,980.00
002651	Tree Survey	Payment	700.00	140.00	840.00
Direct De	BT Office Telephone	Payment	124.97	25.00	149.97
002579	Postage	Payment	21.14	0.00	21.14
002652	New Litter bin	Payment	220.63	44.13	264.76

COXHEATH SCHEDULE OF PAYMENTS.

30th June 2020

Cheque Number	Amount £	Payee	Description
2649	1,005.23	Dave Mann	June Invoice Parish Maintenance and planting
2650	480.00	Total Accounting	2019-20 Audit Fee
	1,980.00	Tantons	Tree Surgery
	840.00	Tantons	Tree Survey
2651	2,820.00	Tantons	Payment Total
2652	264.76	Glasdon	New litter bin
Total Payments	4569.99		

*** Dave Mann Invoice**

Grass cutting - Huntington Village Green	£228.57
Grass Cutting – Football pitches & Parking area	£400.00
Monthly lamp post & planter maintenance charge	£376.66
Total Amount due:	£1,005.23

Date : 30/06/2020

OK

Finance Committee Draft Minutes



COXHEATH PARISH COUNCIL

CLERK: Irene Bowie
TELEPHONE: 07788 278972
E – MAIL: clerk@coxheathparishcouncil.org.uk
WEBSITE: www.coxheath.net

MINUTES of the FINANCE COMMITTEE MEETING
held in the Parish Office, Coxheath Village Hall, Thursday 20th February 2020

Present: Cllrs C Parker (Chairman) ; E Potts; C Bird; C Skinner, J Wilson; K Woollven
Also present : I Bowie (Clerk) ;

1. **Apologies for Absence:** There were none
2. **Representations from Members of the Public:** There were none
3. **Items to be taken under Part 2 Procedure:**
It was RESOLVED to review the Clerks Annual Appraisal and Salary Review
4. **Minutes of the previous meeting – 19th November 2019**
It was RESOLVED that the minutes of the meeting on the 19th November 2019 were signed as a true and correct record of the meeting.
5. **Matters Arising from the minutes:**
 - 5.1 Multi Use Games Area ; It was RESOLVED to recommend to the Full parish council that 50% of the costs should be paid to Chartway. The remainder to be paid on completion.
 - 5.2 Parish Website:
It was AGREED to recommend to the parish council to proceed with the Hugo Fox website.
6. **Parish Policies:**
 - Grants Policy
 - Reserves Policy
 - Investments PolicyIt was AGREED to recommend the policies to the parish council at the 25th February meeting.
7. **Parish Council Administration :**
 - 7.1 Parish Website: (noted under Item 5.2)
 - 7.2 Banking Update: It was AGREED to recommend to the parish council to switch to HSBC online banking from 1st April as the main current account. It was AGREED to recommend to the parish council to open an investment account with United- Trust Bank.
 - 7.3 Maintenance: It was AGREED to recommend to the parish council acceptance of Mr Mann's Quotation.
8. **Finance:**
 - 8.1 Update of account for 2019/20 : Appendix 1
 - 8.2 Financial Performance Against Budget YTD: The Clerk apologised that this was not Available for the meeting.
 - 8.3 Banking Arrangements: It was reported that the bank statements were still being sent to Cllr Skinner and not the Clerk
9. **To receive correspondence/reports:** There were none

Irene Bowie Clerk to Coxheath Parish Council
Pollyfield Cottage Scragged Oak Road, Detling, Kent ME14 3HD

8.5 Coxheath Parish Council Financial Committee Recommendations to Full Council meeting 30th June 2020

1. To recommend approval of the 2019-20 AGAR report (voting 4 in favour. No response 2)

2. Section 137 Grants:

Scout Hut	£400
Kent Air Ambulance	£400
Dandelion Time	£400
Heart of Kent Hospice	£400

It was discussed that additional funding may be considered for support of local charities.

3. Donation to Village Hall.

CP and EP to have an informal meeting with the VHMC to discuss funding requirements.

CP and EP to present the outcome of the meeting and any funding proposals at the July PC Meeting

In addition to donation towards maintenance and repair of the Village Hall the PC to consider additional assistance due to the loss of income during the Covid-19 shut down.

4. Improvements and Ongoing works.

Beaconsfield – review and develop proposal

5. Unity Bank

Clerk to research further including KALC views .

6. Youth Shelter.

Consult with residents before it is reinstalled

7. Write a letter of formal complaint to NatWest.

Appendix B

9.1 To table planning applications dealt with since last meeting

Coxheath Planning Update 26th June 2020

New Applications for Consideration by Planning Committee:

20/502698/FULL PROPOSAL: 146 Heath Road Coxheath Maidstone Kent ME17 4PL

Erection of 8no. residential dwellings with associated parking and landscaping on the site of the existing doctor's surgery. COMMENTS DUE BY: 16 July 2020 DECISION DUE DATE: 17 August 2020
CASE OFFICER: Kathryn Altieri 01622 602636

Awaiting MBC Decisions:

1. 20/501609/FULL C & B Van And Car Hire Forstal Farm Well Street Loose Kent ME15 0QE

Proposal Retrospective application for a change of use for storage of vans and cars for vehicle hiring.

CPC Response : Objection and asked to be referred to the planning committee

2. 20/501600/FULL 103-105 Heath Road Coxheath Kent ME17 4EH

Proposal Conversion of 2no. existing ground floor integral garages into 2no. 1 bed dwellings.

CPC Response: Objection . Reminded planning officer applicant has not yet complied with the Section 106 agreement obligations under Planning Approval 14/0043.

3. 20/502198/FULL 9 Dane Court Coxheath Maidstone Kent ME17 4HJ

Proposal Erection of side extension and rear store. Part conversion of existing garage to create bathroom.

4. 20/502111/FULL Land North Of Pleasant Valley Lane East Farleigh Maidstone Kent ME15 0BB

Proposal Demolition of existing buildings and the erection of a single detached dwelling with associated garden store, parking, access and landscaping works.

CPC: Objection. (Concur with East Farleigh and restate objections from 2018 planning application)

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

MBC Decisions:

1. 20/501792/FULL 44 Amsbury Road Coxheath Maidstone Kent ME17 4DP

Proposal Erection of a conservatory to the rear of the property.

Decision Application Permitted

CPC : No Objection

2. 20/500452/FULL Karibu 77 Heath Road Coxheath ME17 4EH

Proposal Erection of single storey side and rear extension.

Decision Application Permitted

CPC: No objection

3. 20/500417/FULL Ravensbury 51 Heath Road Coxheath Maidstone Kent ME17 4EQ

Proposal Demolition of existing detached garage and erection of single storey side and rear extension.

Decision Application Permitted

CPC : Objection

Other Planning Matters:

APP U2235/W/20/3245613, Stocketts (also known as The Spice Lounge)118 Heath Road, Coxheath. Appeal

CPC objection sent to the planning inspectorate.

Consultation : Kent County Council - Highways Act 1980 – Section 119 - Proposed diversion of Public Footpath KM43, East Farleigh: Deadline : 19th June 2020

CPC : No objection (by majority). EFPC also raised no objections.